

Financial & Account Overview Sheet

How to Use This Template

Download, print, or complete digitally

Save the template to your device or print a copy. You may fill it in electronically or by hand.

Enter accurate financial information

Replace each prompt with your own details. List banking, investment, loan, and policy information clearly so it is easy to reference.

Use only the last 4 digits for security

For bank accounts or similar information, do **not** write full account numbers. Only provide the last four digits.

Summarise income and major expenses

Provide a simple monthly overview. This helps family members or an executor understand your financial picture quickly.

Add meaningful notes or instructions

Use Section 6 to explain anything important—such as policies kept in a safe, digital account access instructions, or contact details for financial advisers.

Store the completed sheet securely

Keep the form in a safe or password-protected folder. Share it only with trusted individuals, such as your partner, executor, or financial planner.

Update regularly

Review and update the form every 6–12 months or whenever accounts or policies change.

DISCLAIMER:

This Financial & Account Overview Sheet is provided by **Bilnor Staffing Solutions** for personal record-keeping purposes only. It is **not a legally binding document**, and Bilnor Staffing Solutions is **not responsible for any errors, omissions, or outdated information** entered by the user. Please store this document securely and share it only with trusted individuals.

1. Banking & Cash Accounts

Bank Name	Account Type	Last 4 digits of acc number	Branch

2. Investments & Retirement

Investment accounts (unit trusts, stockbroking, etc.):

Retirement annuities / pensions:

3. Loans & Debts

Home loan provider & account number:	
Vehicle finance:	
Personal loans:	
Credit cards:	

4. Policies & Insurance

Life insurance policies:	
Funeral policies:	
Short-term insurance (house, car, contents):	
Income protection:	
Disability cover:	
Other:	

5. Income & Expenses Snapshot

Main sources of monthly income:

Main monthly fixed expenses:

6. Notes for Family / Executor
