

Department of Licensing and Regulatory Affairs
 Corporations, Securities & Commercial Licensing Bureau
 Securities and Audit Division
 SECURITIES
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FOR OFFICE USE ONLY	
Approved By:	
Date Approved:	
License Number	

PERSONAL BALANCE SHEET

AUTHORITY: 2008 PA 551
PENALTY: FAILURE TO PROVIDE THIS INFORMATION AND SUPPORTING DOCUMENTATION MAY RESULT IN DISCIPLINARY ACTION.

Name		CRD Number	
Address	City	State	Zip Code
E-mail Address		Telephone Number	

Dates of the supporting documents must match the date of the balance sheet.

Date of Balance Sheet / /
mm dd yy

CURRENT ASSETS

1. Cash
2. Checking/Savings
3. IRA, 401k, Keogh (vested interest)
4. Other Current Assets (List):

5. **Total Current Assets** (Line 1 through Line 4)
6. Long-Term Assets - Primary Residence

7. Other Long-Term Assets (List Net of Depreciation)

8. **Total Long-Term Assets** (Line 6 plus Line 7)
9. **Total Assets** (line 5 plus Line 8)

CURRENT LIABILITIES

10. Credit Card(s) Payable
11. Mortgage(s) Payable
12. Student Loan(s) Payable
13. Other Current Liabilities (List)

14. Income Taxes Payable:
15. Short-Term Liens/Judgments (List):

16. **Total Current Liabilities** (Line 10 through Line15)
17. Long-Term Credit Card(s)
18. Long-Term Mortgage(s)
19. Long-Term Student Loan(s)
20. Long-Term Liabilities (List):

21. Long-Term Liens/Judgments (List Separately)

22. Compromise with Creditor Balance
23. **Total Long-Term Liabilities** (Line 17 through 22)
24. **Total Liabilities** (Line 16 plus Line 23)
25. **NET WORTH** (Line 9 minus Line 24)
Total Assets Less Total Liabilities)

CERTIFICATION

I certify that the statements in this document and the attached supporting documentation are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

 Signature _____
Date

PERSONAL BALANCE SHEET INSTRUCTIONS

Below is useful information that should be read in conjunction with completing the personal balance sheet:

Supporting documentation is required for every asset and liability listed on the Personal Balance Sheet (except for Line 1, Line 10, and Line 17). Do not submit supporting documentation for credit cards.

A signed written statement as to how a value was calculated is acceptable, only if you are unable to obtain supporting documentation for a value. Supporting documentation should be clearly labeled to indicate what line it pertains to.

Line 1 through Line 9: Assets:

An asset is a resource with economic value held by an individual with the expectation that it will provide future benefit. Your assets should be reported as either current or long-term, based upon the following determination:

Current assets are accounts that represent the value of all assets that can reasonably expect to be converted into cash within one year. This may include items such as cash and cash equivalents, marketable securities and prepaid expenses.

Long-term assets are assets that are not intended to be turned into cash or be consumed within one year of the balance sheet date.

Acceptable Documentation for Assets listed on Lines 4, 6, and 7 may include online valuations from Kelly Blue Book, Edmunds, Zillow, Trulia, or other reputable sources.

Line 10 through Line 24: Liabilities:

A liability is a financial debt or obligation that arise during the course of operation and are settled over time through the transfer of economic benefits including money, goods or services. Your liabilities should be reported as either current or long-term, based upon the following determination:

Current liabilities are those obligations that are payable within one year of the date in which the personal balance sheet is completed.

Long-term liabilities represent obligations that are due in excess of one year of the date in which the personal balance sheet is completed.

Current liabilities would reflect the minimum required monthly payment multiplied by 12 months. The remaining balance would be reported as a long-term liability.

Do not submit supporting documentation for credit cards.

A BALANCE SHEET SUBMITTED WITHOUT REQUIRED SUPPORTING DOCUMENTATION FOR ASSETS AND LIABILITIES WILL NOT BE ACCEPTED.