ULLOA FINANCIAL

-Elevate your legacy-

DEBT ORGANIZATION WORKSHEET

A practical worksheet for organizing balances, payments, interest rates, and repayment priorities.

WORKSHEET INFORMATION

Name(s):	
Date completed:	
Review date:	
Primary goal:	
Planning professional:	

ORGANIZE THE DETAILS. UNDERSTAND THE TRADE-OFFS. CHOOSE A CLEAR NEXT STEP.

How to use this worksheet
List every personal debt, confirm the current terms, and identify which obligations require attention first. This worksheet is for organization and discussion. It does not prescribe a repayment strategy or replace personalized financial, tax, legal, or credit advice.

1. CREATE A COMPLETE DEBT INVENTORY

Include every personal obligation, even accounts with promotional rates, deferred interest, family loans, or balances you expect to pay soon.

Creditor / Debt Type	Current Balance	Interest Rate	Minimum Payment	Due Date	Fixed or Variable

TOTAL CURRENT DEBT: $______________________

TOTAL REQUIRED MONTHLY PAYMENTS: $______________________

2. VERIFY IMPORTANT ACCOUNT DETAILS

☐ Current balance and available credit have been confirmed from a recent statement.
☐ Interest rate and whether it is fixed, variable, promotional, or deferred have been confirmed.
☐ Minimum payment and payment due date have been confirmed.
☐ Any annual fees, late fees, prepayment penalties, or other charges have been reviewed.
☐ Automatic payments and linked bank accounts have been verified.
☐ Authorized users, co-borrowers, or guarantors have been identified.
☐ Accounts in collections, deferment, forbearance, or hardship programs have been noted.

3. RECORD THE DETAILS FOR EACH PRIORITY DEBT

Use one block for each debt that may require special attention. Copy this page as needed.

Debt / Creditor:		**Account ending:**	
Current balance:		**Interest rate:**	
Minimum payment:		**Due date:**	
Promotional rate ends:		**Estimated payoff date:**	
Secured by:		**Tax treatment to verify:**	
Notes / special terms:			

Debt / Creditor:		**Account ending:**	
Current balance:		**Interest rate:**	
Minimum payment:		**Due date:**	
Promotional rate ends:		**Estimated payoff date:**	
Secured by:		**Tax treatment to verify:**	
Notes / special terms:			

Debt / Creditor:		**Account ending:**	
Current balance:		**Interest rate:**	
Minimum payment:		**Due date:**	
Promotional rate ends:		**Estimated payoff date:**	
Secured by:		**Tax treatment to verify:**	
Notes / special terms:			

4. BUILD A MONTHLY PAYMENT CALENDAR

A simple payment calendar can reduce missed payments and make cash flow needs easier to see.

Due Date	Creditor	Required Payment	Automatic?	Funding Account	Confirmation / Notes

5. REVIEW PAYMENT SYSTEMS

☐ Payment due dates align reasonably with household income dates.
☐ Automatic payments are scheduled only from accounts with sufficient funds.
☐ Alerts are active for due dates, low balances, and changes in minimum payments.
☐ Extra payments are directed according to the selected strategy.
☐ Paid-off accounts will be reviewed before being closed, based on credit and financial considerations.
☐ A backup process exists if the primary account or payment method is unavailable.

6. UNDERSTAND THE COST AND RISK OF EACH DEBT

The balance alone does not tell the whole story. Consider the interest rate, collateral, tax treatment, payment flexibility, and consequences of default.

Debt	Balance	Rate	Secured?	Rate Type	Special Risk or Cost	Priority Level

QUESTIONS TO DISCUSS

☐ Which debts carry the highest effective interest cost?
☐ Which debts have variable rates that may change?
☐ Which debts are secured by a home, vehicle, business asset, or other property?
☐ Could any promotional or deferred-interest period create a future payment increase?
☐ Are there tax consequences or deductions that should be reviewed with a tax professional?
☐ Would paying a debt early affect liquidity, emergency reserves, employer benefits, or other goals?

7. COMPARE REPAYMENT APPROACHES

A repayment method should fit the household's cash flow, motivation, risk exposure, and broader financial plan.

Approach	How It Works	Potential Benefit	Trade-Off to Consider
Highest-rate first	Direct extra payments to the debt with the highest interest rate while maintaining minimums on the others.	May reduce total interest cost over time.	Progress may feel slower when the highest-rate balance is large.
Smallest-balance first	Direct extra payments to the smallest balance while maintaining minimums on the others.	Can create early milestones and simplify the number of accounts.	May result in more interest than a rate-first approach.
Risk-based priority	Address debts based on collateral, variable rates, penalties, delinquency, or other consequences.	Focuses attention on obligations with the greatest practical risk.	Requires careful analysis and may not minimize interest alone.

SELECT A WORKING APPROACH

☐ Highest-rate first
☐ Smallest-balance first
☐ Risk-based priority
☐ Blended approach
☐ Professional review needed before selecting an approach

Reason for the selected approach:

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8. ESTIMATE MONTHLY REPAYMENT CAPACITY

Monthly take-home income	$______________________
Essential household expenses	$______________________
Required debt payments	$______________________
Regular savings and protection commitments	$______________________
Other planned obligations	$______________________
Amount available for additional debt payments	$______________________
Comfortable working amount	$______________________

Before increasing debt payments, consider whether the household has adequate liquidity for emergencies and near-term obligations.

9. CREATE A 90-DAY ACTION PLAN

Action	Person Responsible	Target Date	Estimated Amount	Status / Notes

POTENTIAL FIRST STEPS

☐ Correct missing or inaccurate account information.
☐ Bring any past-due obligation current or contact the creditor to discuss available options.
☐ Adjust payment dates or automatic payment settings.
☐ Direct a defined monthly amount toward the selected priority debt.
☐ Pause new discretionary borrowing while the plan is implemented.
☐ Review refinancing or consolidation only after comparing total cost, fees, term, and risks.

10. REVIEW THE PLAN

- ☐ Does the repayment amount fit the household budget without creating new borrowing?
- ☐ Will the plan preserve an appropriate emergency reserve?
- ☐ Are retirement contributions, insurance premiums, and essential goals being considered?
- ☐ Could any debt be forgiven, reimbursed, refinanced, or handled through an employer or government program?
- ☐ Are there legal, tax, credit-reporting, or bankruptcy issues that require a qualified professional?
- ☐ What event would require the repayment strategy to be revised?

NEXT REVIEW

Next review date:	
Debt targeted first:	
Working extra payment:	
Expected milestone:	
Professional follow-up needed:	

IMPORTANT NOTES

EDUCATIONAL DISCLOSURE

This worksheet is provided for educational and organizational purposes only. It is not individualized financial, investment, tax, legal, bankruptcy, or credit advice. Debt repayment decisions may affect liquidity, taxes, credit, insurance, retirement savings, and other financial priorities. Consider consulting the appropriate qualified professional before making decisions based on your personal circumstances.

Ulloa Financial does not guarantee debt reduction, credit improvement, interest savings, or any particular financial outcome. Terms and options vary by creditor, lender, program, and individual situation.