



## PEACE OF MIND CHECKLIST

If you're like most of us, your life has been recorded through a series of important legal documents. When major life events occur, it can be difficult to find critical items. Organizing those items properly is a very wise use of your time.

In today's busy world, our lives are constantly changing. As we transition through life's experiences—new jobs, buying a home, planning for retirement or experiencing a death in the family—we come to value the organization of our important documents.

Unexpected circumstances can be stressful enough without the added worry of quickly locating those required documents.

We created this **PEACE OF MIND CHECKLIST** to be a simple tool for organizing the vital documents of your life. We encourage you to share this checklist with your close family members, as well as your financial professional, attorney, accountant and your executor. This may be one of the easiest, but most valuable gifts you can give yourself and your family.

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✓	IMPORTANT CONTACTS	NAME	PHONE NUMBER
	Financial professional		
	CPA/Accountant		
	Insurance agent		
	Attorney		
	Executor of estate		

If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.

✓ EMERGENCY PAPERS AND/OR INFORMATION	LOCATION 
<b>GENERAL ITEMS</b>	
Birth certificate	
Social Security card	
Passport/Citizenship (naturalization papers)	
Driver's license number and expiration date	
Adoption papers	
Marriage certificate	
Pre-nuptial agreement	
Divorce or separation papers	
Safe deposit box(es) and keys	
Safe and combination	
<b>INVESTMENT DOCUMENTS</b>	
Brokerage account statements	
Mutual fund account statements	
Annuity account statements	
Individual retirement plan statements	
Company retirement plan statements	
Other company benefits (e.g. deferred compensation)	
Stock certificates not held in an account	
Bearer bonds not held in an account	
Alternative investment documents (including K-1s)	
Investment club documents/records	
529 college savings plan statements	
Online securities access information	
Beneficiary forms for IRAs, 401(k)s, or other benefits plans	
Documents showing cost basis of securities owned or sold	



# EMERGENCY PAPERS AND/OR INFORMATION

# LOCATION



## INVESTMENT DOCUMENTS

Life insurance policy documents	
Group life policies	
Health and accident insurance ID cards and claim records	
Property and casualty policy documents	
Veterans administration insurance papers	
Beneficiary forms for insurance or annuity policies	
Long-term care insurance policy	

## PERSONAL FINANCIAL DOCUMENTS

Appraisals for valuable items	
Inventory of valuable items	
Buy/sell or partnership agreements	
Deferred compensation agreements	
Federal/state gift-tax returns	
Prior years' tax returns	
Motor vehicle title and/or registration papers	
Lawsuit or documents on pending legal actions	
Promissory notes	
Outstanding loans	
Mortgage documents	
Medical bills/records, prescription plan card	
Property and school tax records	
Real estate deeds and/or other titles of ownership	
Rental and/or lease agreements	
Trust documents/agreements	

✓	EMERGENCY PAPERS AND/OR INFORMATION	LOCATION 
<b>BANK/CREDIT DOCUMENTS</b>		
	Checking or money market account statements	
	Checks	
	Savings accounts	
	Credit cards and account statements	
	Life insurance policy documents	
	Credit union account books or statements	
<b>EMERGENCY DOCUMENTS</b>		
	Living will/health care proxy	
	Durable Power of Attorney	
	Financial institution's proprietary Power of Attorney forms <i>Some financial institutions may refuse to accept a standard Power of Attorney.</i>	

✓	PAPERWORK FOR FINAL ARRANGEMENTS	LOCATION 
	Last will and testament <i>Wills should not be kept in a safe deposit box. Rather, wills should be stored in either a lawyer's will safe or a fireproof safe at your home.</i>	
	Military discharge papers <i>Veterans receive a small stipend toward burial expenses.</i>	
	Burial instructions	
	Cemetery plot deed	
	Pre-paid cremation documents	
	Funeral home preference and information	
	Charitable donations preference(s)	
	Letter of instruction (if available) from the deceased to executor	
	Death certificate <i>The number of accounts or titles of ownership of the deceased.</i>	
	Phone number/address of County Surrogate Court <i>The county court or clerk's office where the decedent resided will handle/oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.</i>	
	Information for obituaries (resume/life story/biography, etc.)	

FOR MORE INFORMATION, CONTACT US AT  
**INVESTMENTANSWERS.NET.**