

## ESSENTIAL DOCUMENT LOCATOR

It is the sad experience of many families to have to search, often in vain, for important papers and documents requested by various entities and government agencies soon after the death of a family member.

By completing this checklist now, you can save your family untold hours of searching and anxiety. It will assist them in locating papers and items you probably had no idea they needed. You may need to contact some government offices to locate some items and you may need to make lists of other assets.

We will list five possible locations. Each asset should be (or should be placed) in one of these areas. Some areas have more than one location. For example, if your will is at home in your safe, you would circle **B** and **1**. If you do not have an item, simply place a **G** by that item. Some items may be in more than one location, be sure to note each location.

### LOCATIONS

- A.** SAFE DEPOSIT BOX located at \_\_\_\_\_ bank located at \_\_\_\_\_, box # \_\_\_\_\_.  
KEY is located \_\_\_\_\_.
- B.** RESIDENCE - (1) SAFE (2) FILE CABINET (3) DESK (4) OTHER  
\_\_\_\_\_.
- C.** BUSINESS OFFICE - (1) SAFE (2) FILE CABINET (3) DESK (4) PERSONNEL OFFICE (5) OTHER
- D.** PERSONAL HANDBOOK, which is located \_\_\_\_\_.
- E.** WITH ATTORNEY - Name \_\_\_\_\_ Phone \_\_\_\_\_
- F.** OTHER
- G.** I do not have one of these.

### BANK RECORDS

List of all savings and checking accounts	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Bank statements	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Cancelled checks	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Checkbooks	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Certificates of deposit	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Savings passbook	A ___	B ___	C ___	D ___	E ___	F ___	G ___

### INSURANCE POLICIES

Property and casualty policies	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Health insurance	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Life insurance, individual	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Life insurance, group	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Other insurance	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Other death benefits	A ___	B ___	C ___	D ___	E ___	F ___	G ___

### INVESTMENTS

Bonds and lists of bonds owned	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Brokerage account records	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Mutual funds records	A ___	B ___	C ___	D ___	E ___	F ___	G ___
Partnership agreements	A ___	B ___	C ___	D ___	E ___	F ___	G ___

Lists of partnerships	A ___	B ___	C ___	D ___	E ___	F ___	G
Record of securities	A ___	B ___	C ___	D ___	E ___	F ___	G
Stock certificates	A ___	B ___	C ___	D ___	E ___	F ___	G
Stock option plan	A ___	B ___	C ___	D ___	E ___	F ___	G
T-bill	A ___	B ___	C ___	D ___	E ___	F ___	G

### CHILDREN'S ASSETS

Savings Accounts	A ___	B ___	C ___	D ___	E ___	F ___	G
Brokerage Accounts	A ___	B ___	C ___	D ___	E ___	F ___	G
Mutual fund records	A ___	B ___	C ___	D ___	E ___	F ___	G
Pre-paid college records	A ___	B ___	C ___	D ___	E ___	F ___	G
Trust/custodial account records	A ___	B ___	C ___	D ___	E ___	F ___	G

### REAL ESTATE

Titles and deeds to real estate	A ___	B ___	C ___	D ___	E ___	F ___	G
Title insurance policies	A ___	B ___	C ___	D ___	E ___	F ___	G
Property and casualty insurance	A ___	B ___	C ___	D ___	E ___	F ___	G
Mortgages and notes	A ___	B ___	C ___	D ___	E ___	F ___	G
Termite Bond	A ___	B ___	C ___	D ___	E ___	F ___	G
Rental property records	A ___	B ___	C ___	D ___	E ___	F ___	G

### RETIREMENT PLANS

Annuity contracts	A ___	B ___	C ___	D ___	E ___	F ___	G
Corporate retirement plans	A ___	B ___	C ___	D ___	E ___	F ___	G
IRA documents	A ___	B ___	C ___	D ___	E ___	F ___	G
401 (k) plans	A ___	B ___	C ___	D ___	E ___	F ___	G
Pension/profit sharing plans	A ___	B ___	C ___	D ___	E ___	F ___	G
Other retirement plans	A ___	B ___	C ___	D ___	E ___	F ___	G
Beneficiary designations	A ___	B ___	C ___	D ___	E ___	F ___	G

### OTHER IMPORTANT RECORDS

Wills	A ___	B ___	C ___	D ___	E ___	F ___	G
Trust documents	A ___	B ___	C ___	D ___	E ___	F ___	G
Auto ownership records	A ___	B ___	C ___	D ___	E ___	F ___	G
Other vehicle ownership records	A ___	B ___	C ___	D ___	E ___	F ___	G
Safe combinations	A ___	B ___	C ___	D ___	E ___	F ___	G
Safety deposit box key	A ___	B ___	C ___	D ___	E ___	F ___	G
Passports	A ___	B ___	C ___	D ___	E ___	F ___	G
Birth certificates	A ___	B ___	C ___	D ___	E ___	F ___	G
Adoption papers	A ___	B ___	C ___	D ___	E ___	F ___	G
Marriage certificate	A ___	B ___	C ___	D ___	E ___	F ___	G
Divorce/separation papers	A ___	B ___	C ___	D ___	E ___	F ___	G
Military discharge papers	A ___	B ___	C ___	D ___	E ___	F ___	G
Tax returns	A ___	B ___	C ___	D ___	E ___	F ___	G
Names and addresses of family and friends	A ___	B ___	C ___	D ___	E ___	F ___	G
List of professional/fraternal organizations	A ___	B ___	C ___	D ___	E ___	F ___	G
List of credit cards w/addresses & tel. #s	A ___	B ___	C ___	D ___	E ___	F ___	G
Other records:	A ___	B ___	C ___	D ___	E ___	F ___	G
_____	A ___	B ___	C ___	D ___	E ___	F ___	G
_____	A ___	B ___	C ___	D ___	E ___	F ___	G