



IMPORTANT FINANCIAL RECORDS

Consolidate and streamline pertinent information to help heirs move forward

RAYMOND JAMES

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POWERFUL PLANNING

Planning early and well can shape not only your financial plan, but your life plan. We believe in the power of sophisticated planning, and in getting – and remaining – organized to ensure your estate wishes are carried out.

This financial records organizer enables you to track your important documents and the professionals who are most knowledgeable about each. Your professional advisors likely maintain similar information for you, but this organizer serves as backup, if and when you need it. Take some time each year to update this information, especially following a major life event, and be sure to keep this document in a protected place.

As you complete the sections within, speak with your advisor and other planning professionals about any concerns or questions that arise. Comprehensive estate planning is an intricate and constantly evolving process – one you can work through and tailor to your needs with the help of the knowledgeable professionals in your life.

This record is for organizational purposes only. No disclosure of actual financial position is made herein. The law of this state is controlling with respect to many aspects of wills, marriage, divorce, care/custody of minor children and estate taxation.

**Take some time each year
to update this information,
especially following a major life event**

The financial affairs record of _____

Completed by _____

State of legal residence _____

As of date _____

MY PROFESSIONAL TEAM

Financial Advisor _____

Attorney(s) _____

Accountant(s) _____

Insurance Broker(s) _____

LAST WILL AND TESTAMENT, RELATED CODICILS

Drafting a will and recording its pertinent information here will help ensure your estate is distributed according to your wishes when the time comes. Without a will, your heirs will inherit according to current law, and the court will appoint administrators and guardians as necessary – potentially adding time and costs to the process.

If you don't have a will,
a specialized attorney
can offer specific advice
regarding your situation

I have a current will: Yes No Date executed: _____ (mm/dd/yyyy)

My original will can be found at _____

My will names the following:

Guardians of my children _____

Personal representatives _____

Trustees _____

The attorney who drafted my will is:

Name _____

Address _____

Telephone _____ Email _____

TRUST AGREEMENTS

A trust provides for the care of your dependents when you no longer can. Ask your financial advisor if this planning vehicle is right for your family, particularly if you have complicated family relationships, blended families, special needs situations or educational and philanthropic goals. If deemed appropriate, there are several trust options available to meet your needs.

To learn more about the ins and outs of trusts, visit [raymondjames.com/trust](https://www.raymondjames.com/trust)

I have an existing trust: Yes No Date executed: _____ (mm/dd/yyyy)

The trust agreement can be found at _____

The trust benefits _____

The trustees are _____

Successor trustees _____

I am a beneficiary of a trust established by _____

The papers can be found at _____

Upon my death, my heirs will benefit from trust funds established by _____

The papers can be found at _____

Major life events

trigger beneficiary designation updates.

These events can include:

- ▶ Change in marital or health status
- ▶ Death or incapacity of spouse or a child
- ▶ Impending sale of family business
- ▶ Significant change in net worth
- ▶ Birth of children/grandchildren
- ▶ Nearing retirement
- ▶ Change in tax laws

INSURANCE POLICIES

My general insurance broker is:

Name _____

Address _____

Telephone _____ Email _____

LIFE INSURANCE

Life insurance can provide an immediate source of cash for your family during an inherently difficult time. It's a good idea to preserve policies and premium receipts in a safe place. Copies of the policy numbers, issuing companies, beneficiaries, etc., should be given to your executor and placed in your safe deposit box.

Life insurance can provide
an immediate source of
cash for your family during
an inherently difficult time

Location of policies _____

The itemized list or audit can be found at _____

POLICIES OWNED BY ME

Policy number _____

Insured person _____

Beneficiaries _____

Addresses of beneficiaries _____

Loans against the policy _____

POLICIES OWNED BY OTHERS ON MY LIFE

Policy number _____

Insured person _____

Beneficiaries _____

Addresses of beneficiaries _____

Loans against the policy _____

Some or all of my life insurance policies contain extra disability benefits:

- Accidental death Health/medical Medicare supplement Long-term care

The following papers are filed with the policies:

- Premium receipts Dividend statements Settlement agreements Assignments

DISABILITY

Let your family know where these policies are located so they can make immediate claims if necessary.

Contact information of agent is:

Name _____

Address _____

Telephone _____ Email _____

In addition to employer-provided benefits, I carry:

- Accidental death Disability Health/medical Hospitalization
 Long-term care Medicare supplement Sickness Other insurance

The itemized list can be found at _____

The policies can be found at _____

PERSONAL LIABILITY/UMBRELLA INSURANCE

The paperwork for my personal liability/umbrella insurance can be found at _____

HEALTH INSURANCE

My health insurance paperwork can be found at _____

ANNUITIES

I own annuity contracts: Yes No

The contracts can be found at _____

The itemized list can be found at _____

MEDICAL RECORDS

It's important for your medical information to be accessible to those who will assist you if a medical issue should arise.

A living will is also often called an advance healthcare directive, advance directive, medical directive or advance decision

LIVING WILLS

Provide your attorney and doctor(s) with original copies of these documents.

I have a current living will: Yes No Date executed: _____ (mm/dd/yyyy)

My living will can be found at _____

Contact information of attorney who drafted my living will is:

Name _____

Address _____

Telephone _____ Email _____

DURABLE POWER OF ATTORNEY/HEALTHCARE SURROGATE OR PROXY

The paperwork for my healthcare surrogate or proxy can be found at _____

PHYSICIAN ORDERS FOR LIFE-SUSTAINING TREATMENT (POLST)

My POLST paperwork can be found at _____

DO NOT RESUSCITATE (DNR) AND DO NOT INTUBATE (DNI) ORDERS

My DNR paperwork can be found at _____

My DNI paperwork can be found at _____

HIPAA FORM

My HIPAA form is located at _____

MONETARY ACCOUNTS

Thousands of bank accounts go unclaimed each year because account holders failed to share the information with their families. Ensure yours isn't among them.

In 2015, only \$3.24 billion of \$7.76 billion in unclaimed assets were reclaimed by the rightful owner

Source: naupa, unclaimed.org

TYPE OF ACCOUNT

Checking – Approximate value _____

Location _____

Owner(s) _____

Certificates of deposit – Approximate value _____

Location _____

Owner(s) _____

Savings – Approximate value _____

Location _____

Owner(s) _____

Money market – Approximate value _____

Location _____

Owner(s) _____

Other _____

The location of checkbooks/bankbooks is _____

The following can sign checks on my behalf:

Name _____

Address _____

Telephone _____ Email _____

DEBT

Exclusive of secured loans, such as mortgages, I owe money to _____

The loan agreements and other documentation can be found at _____

The following owe me money _____

The loan agreements and other documentation can be found at _____

SECURITIES

Valuable rights may be lost if the owners of stocks and bonds can't be located. Records of purchase, along with other documents, are also needed for tax purposes.

Records of security purchases,
along with other documents,
are needed for tax purposes

Contact information of my financial advisor is:

Name _____

Address _____

Telephone _____ Email _____

SECURITIES OWNED

Brokerage

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Brokerage

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Brokerage

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Stock certificates held by individual

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Stock options

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Bonds held by individual

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

U.S. savings bonds

Location _____

Owners _____

Beneficiaries _____

Obtained by: Purchase Gift Inheritance Other

Records of buys and sells can be found at _____

A list of my bonds and their serial numbers can be found at _____

Some or all securities are pledged for loans Yes No

They are with _____

PROFESSIONAL BENEFITS

Information about the benefits supplied to you by your employer can help your family take quick action, if necessary.

It's essential to keep access to your personal financial records in a **centralized and secure location**

I am currently employed: Yes No

Contact information of my most recent employer is:

Name _____

Address _____

Telephone _____ Email _____

Dates of employment _____

I participated in the following employer-sponsored benefit plans _____

I own a business: Yes No

Name and address of my business is:

Name _____

Address _____

Telephone _____ Email _____

Contact information for my successor is:

Name _____

Address _____

Telephone _____ Email _____

My business succession plan can be found at _____

My business buy-sell agreements can be found at _____

My business valuation documents can be found at _____

Key insurance policies covering the business _____

BUSINESS ACCOUNTS

TYPE OF ACCOUNT

Checking – Approximate value _____

Location _____

Owner(s) _____

Certificates of deposit – Approximate value _____

Location _____

Owner(s) _____

Savings – Approximate value _____

Location _____

Owner(s) _____

Money market – Approximate value _____

Location _____

Owner(s) _____

Loans – Approximate value _____

Location _____

Owner(s) _____

Other _____

The location of checkbooks/bankbooks is _____

The following can sign checks on my behalf:

Name _____

Address _____

Telephone _____ Email _____

RETIREMENT PLANS

Those important to you should know where to find information about your personal retirement plans, employee pension or profit-sharing plans and annuities, if necessary.

Those important to you should know where to find information about **your personal retirement plans**

My retirement plans include:

TYPE OF ACCOUNT

401(k)s

Location _____

Beneficiaries _____

Approximate value _____

403(b)

Location _____

Beneficiaries _____

Approximate value _____

Annuities

Location _____

Beneficiaries _____

Approximate value _____

Deferred compensation

Location _____

Beneficiaries _____

Approximate value _____

Keoghs

Location _____

Beneficiaries _____

Approximate value _____

Pensions

Location _____

Beneficiaries _____

Approximate value _____

Profit-sharing

Location _____

Beneficiaries _____

Approximate value _____

This document, when kept safe and regularly updated, provides your loved ones with a roadmap to follow when you're no longer there to guide them

Roth IRAs

Location _____

Beneficiaries _____

Approximate value _____

Traditional IRAs

Location _____

Beneficiaries _____

Approximate value _____

SOCIAL SECURITY

I'm covered by Social Security: Yes No

My Social Security card can be found at _____

My Social Security earnings records can be found at _____

I'm eligible for survivors benefits: Yes No

Monthly benefit or projected monthly benefit at full retirement age _____

TAX RETURNS

Copies of tax returns are often required to prepare returns for estate settlement.

Contact information for my accountant is:

Name _____

Address _____

Telephone _____ Email _____

My tax returns can be found at _____

Supporting documentation is attached to the returns: Yes No

My withholding tax forms and receipts received from my employer can be found at _____

PERSONAL PAPERS

This information is crucial for insurance purposes, Social Security, pensions and other circumstances that require legal proof of age, relationship or place of birth.

BIRTH CERTIFICATES

I have a birth certificate: Yes No

My birth certificate can be found at _____

I was born in _____

Date _____

Naturalization/citizenship papers

I was born outside the United States: Yes No

My citizenship or naturalization papers can be found at _____

OFFICIAL RECORDS

MARRIAGE CERTIFICATE

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

PRENUPTIAL AGREEMENT

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

DIVORCE OR SEPARATION PAPERS

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

CUSTODY AGREEMENTS

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

MILITARY RECORDS

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

PASSPORTS/VISAS

Parties involved _____

Date _____ State of jurisdiction _____

Location of documents _____

RESIDENCES

Records are useful if a property you own is to be sold, mortgaged or leased. They also help facilitate inheritance of the property and assist with tax-return preparation.

Owning multiple properties makes planning more complex and accurate recordkeeping even more imperative

Address of my primary residence is:

I own this property: Yes No

Property owners' names _____

KEY DOCUMENTS

It's important to keep information about your property in an accessible, yet secure, place.

Building costs

Location _____

Closing statement

Location _____

Home deed

Location _____

Leases

Location _____

Mortgage documents

Location _____

Mortgage insurance

Location _____

Surveys

Location _____

Tax receipts

Location _____

Title abstract

Location _____

Title insurance

Location _____

My mortgage is held by:

Bank name _____

Address _____

Telephone _____

If property is leased, the name, address and contact information for my landlord is:

Name _____

Address _____

Telephone _____ Email _____

I own additional property: Yes No

Address _____

TANGIBLE PROPERTY

A list of my household inventory and photographs can be found at

Tangible property includes
everything from household
items to your best china

A list of my jewelry, paintings, silver, china and other valuables can be found at

The items are insured: Yes No

Contact information for my insurance company is:

Name _____

Policy number _____

Address _____

Telephone _____ Email _____

INCOME-PRODUCING PROPERTIES

Residential or commercial properties:

Property address _____

Ownership percentage _____

Titling _____

Property address _____

Ownership percentage _____

Titling _____

Property address _____

Ownership percentage _____

Titling _____

Closely held business ventures:

Name _____

Property address _____

Active/passive _____ Ownership percentage _____

Titling _____

CARS, BOATS AND OTHER VEHICLES

Vehicle _____

Location of title _____

Covered by insurance? Yes No

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? Yes No

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? Yes No

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? Yes No

Location of policy _____

Insurance company _____

Insurance policy number _____

SAFE DEPOSIT BOX

I have a safe deposit box: Yes No

It can be found at _____

The following people have access:

Name _____

Address _____

Telephone _____ Email _____

Name _____

Address _____

Telephone _____ Email _____

FINAL ARRANGEMENTS

This information ensures your trusted heirs will be able to carry out your wishes in the way you intended.

LETTERS OF INSTRUCTION

Location _____

ETHICAL WILL

Location _____

ORGAN OR BODY DONOR CERTIFICATION

Location _____

FUNERAL INSTRUCTIONS

Location _____

BURIAL INSTRUCTIONS

Location _____

DEED FOR CEMETERY PLOT/MAUSOLEUM/COLUMBARIUM

Location _____

PREPLANNED FUNERAL ARRANGEMENTS

Location _____

DEATH CERTIFICATES OF FAMILY MEMBERS

Location _____

NOTIFICATION INFORMATION

List of people and organizations to notify can be located at _____

ELECTRONIC PROPERTY

Important information is often stored exclusively online. Providing your user IDs and passwords for pertinent websites enables your trusted heirs to readily access your various online accounts, if necessary.

The list of my critical user IDs and passwords can be found at _____

Provide login information for more than just your financial accounts. Your survivors will also need to access your social networking sites, among others.

OTHER

The sections presented in this organizer are general in nature. Your situation may differ, so be sure to include other important information – such as notes about endowments and philanthropic pledges – in this section. Remember that your loved ones may use this as a guide when you’re no longer able to be there, so be sure to include all relevant information.

Your loved ones may use this as a guide when you’re no longer able to be there, so be sure to **include all relevant information**

Preparing for the future

To craft a truly comprehensive estate plan, it’s essential to keep access to your personal financial records in a centralized and secure location. This document, when kept safe and regularly updated, provides your loved ones with a roadmap to follow when you’re no longer there to guide them. By sharing this information, you help to ensure the legacy you’ve worked so hard to achieve can be maintained by those you care most about. Coordinate with your financial advisor and other planning professionals to fill in any gaps and to address questions that may have been raised during this process. Then, let your loved ones know how they can access this crucial information when the time comes.

LIFE WELL PLANNED.

RAYMOND JAMES®

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