KEEPING TRACK OF YOUR FINANCIAL RECORDS

This organizer can help the people you trust quickly access important information regarding your financial affairs.

RAYMOND JAMES®

THE FINANCIAL AFFAIRS RECORD OF

COMPLETED BY

STATE OF LEGAL RESIDENCE

AS OF DATE

THE POWER OF PLANNING

At Raymond James, we believe in the power of planning, not just financial planning, but life planning. And it starts with getting, and remaining, organized to ensure your wishes are carried out.

To help, Raymond James, along with Raymond James Trust, is offering you this complimentary financial records organizer to track your important documents and the professionals who are most knowledgeable about each. Your financial advisor likely maintains similar information for you, and this will serve as a backup. We recommend you update this at least once a year and protect this information in a safe deposit box.

We hope you'll find this organizer useful as you, your family and your advisors plan for your financial legacy. Your Raymond James financial advisor can address any concerns that may arise as you complete the following sections and answer any questions you may have about comprehensive estate planning.

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.

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MY PROFESSIONAL TEAM

Financial Advisor

____

____

____

____

Attorney(s)

____

____

____

____

Accountant(s)

____

____

____

____

Insurance Broker(s)

____

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____

LAST WILL AND TESTAMENT, RELATED CODICILS

Wills allow your estate to be distributed according to your wishes. Without one, your heirs will inherit according to current law, and the court will appoint administrators and guardians as necessary, which may add time and costs to the process.

Tip: If you don't have a will, a specialized attorney can best offer specific advice regarding your own situation.

I have a current will O Yes O 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 _______________________________

____

Contact information of the attorney who drafted my will is:

Name _________________________________

Address _______________________________

Address _______________________________

Telephone _____________________________

Email _________________________________

Insurance policies

Contact information of my general insurance broker is:

Name _________________________________

Address _______________________________

Address _______________________________

Telephone _____________________________

Email _________________________________

A note about beneficiaries

Several circumstances might prompt you to update your beneficiary designations, including:

1. Change in marital or health status
2. Death or incapacity of spouse or a child
3. Birth of children/grandchildren
4. Significant change in net worth
5. Nearing retirement
6. Impending sale of family business
7. Change in tax laws

TRUST AGREEMENTS

A trust is a common method to provide for the care of your dependents. Several trusts are available to meet your needs.

Tip: Ask your financial advisor if a trust is right for your family, particularly if you have complicated family relationships, blended families, special needs situations or educational and philanthropic goals. You can learn more about trusts at raymondjames.com/trust.

I have an existing trust O Yes O 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 _________________

____

____

Annuities

I own annuity contracts O Yes O No

The contracts can be found at ______________

____

____

The itemized list can be found at ____________

____

____

INSURANCE POLICIES

Life insurance

Life insurance can provide an immediate source of cash for your family. 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.

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.

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

The following papers are filed with the policies

- O Premium receipts
- O Dividend statements
- O Settlement agreements
- O 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__________________________________

Address__________________________________

Telephone ________________________________

Email ___________________________________

In addition to employer-provided benefits, I carry:

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

The itemized list can be found at _____________

____

____

____

____

The policies can be found at _________________

____

____

____

____

Durable powers of attorney

The paperwork for my durable power of attorney can be found at____________________________

____

____

____

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

____

____

____

____

LIVING WILLS

(your attorney and doctors should also have original copies)

I have an existing trust O Yes O 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________________________________

Address________________________________

Telephone ______________________________

Email ________________________________

MONETARY ACCOUNTS

Thousands of bank accounts go unclaimed each year because account holders failed to share the information with their families.

Type of account

Checking ______________________________

Location________________________________

Owner(s) ______________________________

Certificates of deposit ___________________

Location________________________________

Owner(s) ______________________________

Savings ______________________________

Location________________________________

Owner(s) ______________________________

Money market ___________________________

Location________________________________

Owner(s) ______________________________

Other ________________________________

____

The location of checkbooks/bankbooks is:

____

____

____

The following can sign checks on my behalf:

Name ________________________________

Address______________________________

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 can 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.

Contact information of my financial advisor is:

Name ________________________________

Address______________________________

continued page **16**

Address ______________________________

Telephone ______________________________

Email ______________________________

Securities owned

Brokerage

Location ______________________________

____

Owners ______________________________

____

Beneficiaries ______________________________

____

Obtained by

O Purchase O Gift O Inheritance O Other

Individual stocks

Location ______________________________

____

____

Owners ______________________________

____

Beneficiaries ______________________________

____

Obtained by

O Purchase O Gift O Inheritance O Other

Stock options

Location ______________________________

____

____

Owners ______________________________

____

Beneficiaries ______________________________

____

Obtained by

O Purchase O Gift O Inheritance O Other

Individual bonds

Location ______________________________

____

____

Owners ______________________________

____

Beneficiaries ______________________________

____

continued page 18

Obtained by

O Purchase O Gift O Inheritance O Other

U.S. savings bonds

Location___________________________________

____

Owners ___________________________________

____

Beneficiaries ___________________________________

____

Obtained by

O Purchase O Gift O Inheritance O 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:

O Yes O No

____

____

____

____

They are with:

____

____

____

____

____

EMPLOYED OR BUSINESS OWNER

Your family should know the benefits supplied by your employer so they can take quick action, if necessary.

I am currently employed O Yes O No

Contact information of my most recent employer is:

Name ___________________________________

Address ___________________________________

Address___________________________________

continued page 20

Telephone ______________________________

Email __________________________________

Dates of employment ______________________

I participated in the following employer-sponsored benefit plans:

____

____

____

____

I own a business O Yes O No

Name and address of my business is:

Name _________________________________

Address _______________________________

Address _______________________________

Telephone _____________________________

Email _________________________________

Contact information for my successor is:

Name _________________________________

Address _______________________________

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:

____

____

____

____

RETIREMENT PLANS

Your heirs and advisor should know where to find information about your personal retirement plans, employee pension or profit-sharing plans and annuities, if necessary.

My retirement plans include:

Type of account

O **401(k)s**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **403(b)**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Annuities**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Deferred compensation**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Keoghs**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Pensions**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Profit-sharing**

Location______________________________

Beneficiaries ___________________________

____

Approximate value ______________________

O **Roth IRAs**

Location________________________________

Beneficiaries ____________________________

____

Approximate value _______________________

O **Social Security**

Location________________________________

Beneficiaries ____________________________

____

Approximate value _______________________

O **Traditional IRAs**

Location________________________________

Beneficiaries ____________________________

____

Approximate value _______________________

SOCIAL SECURITY

I'm covered by Social Security O Yes O No

My Social Security card can be found at:

____

____

____

My Social Security earnings records can be found at:

____

____

____

____

I'm eligible for survivors benefits O Yes O No

TAX RETURNS

Copies of tax returns are often required to prepare returns to settle the estate.

Contact information for my accountant is:

Name __________________________________

Address ________________________________

Address________________________________

Telephone ______________________________

Email __________________________________

My tax returns can be found at:

____

____

____

____

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Supporting documentation is attached to the returns: O Yes O No

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

____

____

____

____

PERSONAL PAPERS

These are necessary 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 O Yes O No

My birth certificate can be found at:

____

____

____

____

I was born in ______________________________

Date ______________________________________

Naturalization/citizenship papers

I was born outside the United States
O Yes O No

My citizenship or naturalization papers can be found at:

____

____

____

____

OFFICIAL RECORDS

Marriage certificate

Parties involved ___________________________

Date ______________________________________

Location of documents ______________________

State of jurisdiction ______________________

Prenuptial agreement

Parties involved ___________________________

Date ______________________________________

Location of documents ______________________

State of jurisdiction ______________________

Divorce or separation papers

Parties involved ____________________________

Date ______________________________________

Location of documents______________________

State of jurisdiction ________________________

Custody agreements

Parties involved ____________________________

Date ______________________________________

Location of documents______________________

State of jurisdiction ________________________

Military records

Parties involved ____________________________

Date ______________________________________

Location of documents______________________

State of jurisdiction ________________________

Passports/Visas

Parties involved ____________________________

Date ______________________________________

Location of documents______________________

State of jurisdiction ________________________

RESIDENCES

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

Address of my primary residence is:

____

____

____

____

I own this property O Yes O No

Property owners' names:

____

____

____

____

Key documents

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________________________________

Address________________________________

Telephone ______________________________

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

Name __________________________________

Address________________________________

Address________________________________

Telephone ______________________________

Email __________________________________

I own additional property O Yes O No

Address________________________________

____

____

____

____

____

TANGIBLE PROPERTY

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

____

____

____

____

____

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

____

____

____

____

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The items are insured O Yes O No

Contact information for my insurance company is:

Name ___

Policy number ___

Address ___

Address ___

Telephone ___

Email ___

Safe deposit box

I have a safe deposit box O Yes O No

It can be found at:

___

___

___

___

The following people have access:

Name ___

Address ___

Address ___

Telephone ___

Email ___

Name ___

Address ___

Address ___

Telephone ___

Email ___

ELECTRONIC PROPERTY

These days important information is stored exclusively online. Consolidating your user IDs and passwords can help your trusted heirs readily access your various online accounts, if necessary.

Tip: It's a good idea to include all your electronic information, not just financial accounts. Your survivors will also need to access your social networking sites, among others.

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

___

___

___

___

Cars, boats and other vehicles

Vehicle ___

Location of title ___

continued page 34

Covered by insurance? ______________________

Location of policy __________________________

Insurance company _________________________

Insurance policy number ____________________

Vehicle ___________________________________

Location of title ____________________________

Covered by insurance? ______________________

Location of policy __________________________

Insurance company _________________________

Insurance policy number ____________________

Vehicle ___________________________________

Location of title ____________________________

Covered by insurance? ______________________

Location of policy __________________________

Insurance company _________________________

Insurance policy number ____________________

Vehicle ___________________________________

Location of title ____________________________

Covered by insurance? ______________________

Location of policy __________________________

Insurance company _________________________

Insurance policy number ____________________

FINAL ARRANGEMENTS

Survivors need this relevant information to carry out your wishes.

Letters of instruction

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__________________________________

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

____

____

____

____

NOTES:

ABOUT RAYMOND JAMES TRUST

Building an estate is one thing. Protecting it for future generations is quite another. Trust services can offer the support many investors require when it comes to providing for their own needs or the needs of their loved ones, and passing their estates on to their heirs. Raymond James Trust offers complete personal trust services, including living trusts, charitable remainder trusts, life insurance trusts, specialty trusts and IRA rollover trusts. Today, Raymond James Trust manages more than $2.4 billion in assets for trust clients.

For more information on the benefits of trusts and comprehensive estate planning, please contact your knowledgeable Raymond James financial advisor.

LIFE WELL PLANNED.

RAYMOND JAMES®

INTERNATIONAL HEADQUARTERS:
THE RAYMOND JAMES FINANCIAL CENTER

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