

## 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  
Bank statements  
Cancelled checks  
Checkbooks  
Certificates of deposit  
Savings passbook

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

### INSURANCE POLICIES

Property and casualty policies  
Health insurance  
Life insurance, individual  
Life insurance, group  
Other insurance  
Other death benefits

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

Bonds and lists of bonds owned  
 Brokerage account records  
 Mutual funds records  
 Partnership agreements  
 Lists of partnerships  
 Record of securities  
 Stock certificates  
 Stock option plan  
 T-bill

**INVESTMENTS**

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

Savings Accounts  
 Brokerage Accounts  
 Mutual fund records  
 Pre-paid college records  
 Trust/custodial account records

**CHILDREN'S ASSETS**

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

Titles and deeds to real estate  
 Title insurance policies  
 Property and casualty insurance  
 Mortgages and notes  
 Termite Bond  
 Rental property records

**REAL ESTATE**

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

Annuity contracts  
 Corporate retirement plans  
 IRA documents  
 401 (k) plans  
 Pension/profit sharing plans  
 Other retirement plans  
 Beneficiary designations

**RETIREMENT PLANS**

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

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

**OTHER IMPORTANT RECORDS**

|   |     |   |     |   |     |   |     |   |     |   |     |   |     |
|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |
| A | ___ | B | ___ | C | ___ | D | ___ | E | ___ | F | ___ | G | ___ |

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_