

Date _____

We will list four 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 your home in your safe, you would circle "B" and write "1". Be sure to note each location of an item if there is more than one.

Locations

A. Safe deposit box located at _____ Bank, box# _____

B. Residence: (1) Safe (2) File Cabinet (3) Desk
(4) Other: _____

C. Business office: (1) Safe (2) File Cabinet (3) Desk
(4) 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/check accts	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 passbooks	A	B__	C__	D	E	F	G

Insurance Policies

Property and casualty	A	B__	C__	D	E	F	G
Health	A	B__	C__	D	E	F	G
Life, Individual	A	B__	C__	D	E	F	G
Life, Group	A	B__	C__	D	E	F	G
Other Insurances	A	B__	C__	D	E	F	G
Other death benefits	A	B__	C__	D	E	F	G

Investments

Bonds and list of bonds owned	A	B__	C__	D	E	F	G
Brokerage account records	A	B__	C__	D	E	F	G
Mutual fund records	A	B__	C__	D	E	F	G
Partnership agreements	A	B__	C__	D	E	F	G
List 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 plans	A	B__	C__	D	E	F	G
T-bills	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
Prepaid 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	A	B__	C__	D	E	F	G
Title Insurance policies	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 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:	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/address of family/friends	A	B__	C__	D	E	F	G
List of professional/fraternal orgs.	A	B__	C__	D	E	F	G
List of credit cards w/ addr/tel. nos	A	B__	C__	D	E	F	G
Other:	A	B__	C__	D	E	F	G