

LOCATION OF ASSETS FORM

For: _____ Date Prepared: _____

Copies Given To: _____

ESTATE PLANNING DOCUMENTS

Item	<u>Location</u>
Will	_____
Financial power of attorney	_____
Health care power of attorney	_____
Living will	_____
Burial/Cremation instructions	_____
Cemetery plot deed	_____
List of special bequests	_____
Trust agreements	_____
Safe deposit box(es) and who has key(s)	_____

INSURANCE POLICIES

<u>Item</u>	<u>Location</u>
Life insurance	_____
Property and casualty insurance policies	_____
Health insurance policies	_____
Homeowners insurance policies	_____
Auto insurance policy	_____

PASSWORDS

<u>Item</u>	<u>Location</u>
Discuss location with family members	_____

CONTRACTS AND AGREEMENTS

<u>Item</u>	<u>Location</u>
Employment contracts	_____
Partnership agreements	_____
Buy-Sell agreements	_____
Other agreements	_____

BANK ACCOUNTS

<u>Item</u>	<u>Location</u>
List of checking and savings accounts	_____
Bank statements and cancelled checks	_____
Certificates of deposit	_____
Checkbooks	_____
Savings passbooks	_____

OTHER INTANGIBLE ASSETS

<u>Item</u>	<u>Location</u>
Records of investment securities	_____
Stock certificates and other securities	_____
Retirement plans	_____
Annuity contracts	_____
Stock plans	_____
Notes owned and mortgages owned	_____

TAX RETURNS

<u>Item</u>	<u>Location</u>
Income tax returns	_____
Gift tax returns	_____
Trust tax returns	_____

TANGIBLE ASSETS

<u>Item</u>	<u>Location</u>
Titles and deeds to real estate	_____
Title insurance	_____
Rental property records	_____
List of stored and loaned valuable possessions	_____
Auto/Boat ownership records	_____

DEBTS

Item	<u>Location</u>
List of credit cards	_____
Notes and other loan agreements, including mortgages	_____ _____
Guaranties	_____
Pledges	_____

MISCELLANEOUS DOCUMENTS

<u>Item</u>	<u>Location</u>
Birth certificate	_____
Citizenship papers	_____
Adoption papers	_____
Military papers	_____
Marriage certificate	_____
Children's birth certificates	_____
Children's adoption papers	_____
Divorce/separation records	_____
Safe combinations	_____

IMPORTANT NAMES, ADDRESSES AND PHONE NUMBERS:

Lawyer: _____

Accountant: _____

Investment Advisor: _____

Insurance Agent: _____

Property & Casualty Insurance Agent: _____

Power of Attorney(s) _____

OTHER IMPORTANT INFORMATION
