

Document Checklist

Document	Location
Personal:	
Birth Certificate	
Marriage License	
Pre- or Post-Nuptial Agreement	
Will	
Trust(s)	
Living Will(s)/Power(s) of Attorney	
Mortgage Papers	
Automobile Titles/Papers	
Income Tax Returns	
Gift Tax Returns	
Insurance Policies	
Employee Benefit Documents	
Passport	
Military Records	
Medical Records	
Citizenship Papers	
Warranties	
Current Bills	
Funeral/Burial Documents	
Other: _____	
Business Ownership:	
Partnership/Incorporation Documents	
Buy-Sell Agreement	
Section 303 Stock Redemption Agreement	
Business Valuation/Appraisal	
Business Tax Returns	
Other: _____	

It is recommended that you keep the following documents in a **secure location in your home**:

- ◆ Copies of wills and trusts
- ◆ Copies of living wills and powers of attorney
- ◆ Income tax returns

These documents are best kept in a **bank safety deposit box**:

- ◆ Original wills, trusts and powers of attorney
- ◆ Marriage certificates, birth certificates, divorce decrees, death certificates
- ◆ Deeds and car titles
- ◆ Military discharge papers
- ◆ Any stock or bond certificates
- ◆ Citizenship papers
- ◆ Insurance policies

Consider giving these items to your **attorney, executor and/or spouse**:

- ◆ Living will/medical power of attorney (original should be given to the agent named in the document)
- ◆ Copies of wills, trust agreements, powers of attorney
- ◆ Inventory of insurance and investments
- ◆ List of professional advisors (attorney, accountant, insurance agent, etc.)
- ◆ Safety deposit box access information
- ◆ Funeral instructions

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