

Document Checklist

Presented by:



Prepared for:

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: _____	_____

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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