

# LifeFolio checklist

LET'S TURN YOUR PILES INTO FILES



INVESTMENTS

# Whether changing jobs, buying a home, or preparing for retirement, major life events can send you scurrying to find documents.

If hard-pressed, most of us will have difficulty locating critical papers. Think of the LifeFolio checklist as a direct link to your VIPs—Very Important Papers. The LifeFolio checklist helps you organize the paperwork associated with key aspects of your life. And, the LifeFolio checklist makes it easy to share the information with those closest to you, as well as with those responsible for the more financial and legal parts of your life—such as your financial professional, attorney, accountant, and executor.

Key Contacts		Address	Phone Number
Financial professional			
CPA/Accountant			
Insurance representative			
Attorney			
Executor			
Emergency Papers or Information		Location	
<b>General items—documents that should always be readily available.</b>			
Social Security card			
Birth certificate			
Passport/Citizenship (naturalization) papers			
Driver's license number and expiration date			
Adoption papers			
Marriage certificate			
Prenuptial agreement			
Divorce or separation papers			
Safe and combination			
Safe deposit box(es) and keys			
<b>Investment documents—documents needed for transfer of ownership per Last Will and Testament and credit applications.</b>			
Brokerage account statements			
Mutual fund account statements			
Individual retirement plan statements			
Company retirement plan statements from all employers			
Other company benefits			
Stock certificates not held in an account			
Bearer bonds not held in an account			
Alternative investment documents (including K-1s)			
Investment club documents/records			
529 college savings plan statements			
Online securities transaction information			
Beneficiary forms for IRAs, 401(k)s, or other benefit plans			
Documents showing cost basis of securities owned or sold			

Emergency Papers or Information	Location
<b>Insurance and Annuity documents— needed to settle claims.</b>	
Life insurance policy documents	
Group life insurance policy documents	
Health and accident insurance ID cards and claim records	
Variable or Fixed annuity statements/documents	
Mortgage insurance policy documents	
Travel insurance policy documents	
Property and Casualty insurance policy documents	
Veterans administration insurance papers	
Beneficiary forms for insurance or annuity policies	
Long-Term Care insurance policy documents	
<b>Personal financial documents— documents needed to settle debts and transfer ownership per Last Will and Testament.</b>	
Appraisal or inventory of valuable items	
Buy/sell or partnership agreement documents	
Deferred compensation agreement documents	
Federal/State/Gift tax returns	
Prior years' tax returns	
Motor vehicle title papers	
Lawsuit or documents on pending legal actions	
Promissory notes (debts owed)	
Loans outstanding (money owed)	
Mortgage documents	
Medical bills, prescription plan card/records	
Property and school tax records	
Real estate deeds, other titles of ownership	
Rental and/or lease agreements	
Trust documents/agreements	
<b>Bank/Credit documents— documents needed to settle outstanding credit accounts and free up necessary cash to settle the affairs of an estate.</b>	
Checking or money market account statements	
Checks (checking or money market)	
Savings account statements	
Credit cards and account statements	
Credit union account books or statements	
<b>The items below may be needed when someone becomes seriously ill.</b>	
Living Will/Health care proxy	
<b>Durable Power of Attorney</b> The right of survivorship—assets held in this manner are not subject to probate (unless both parties are deceased); instead, the survivor simply provides evidence of death to the appropriate financial institutions, so that the title can be changed.	

Emergency Papers or Information	Location
<b>The items below may be needed soon after someone dies.</b>	
<b>Last Will and Testament</b> Wills should never be stored in a safe deposit box. Instead, wills should be kept in either a lawyer's will safe or a fireproof safe at home.	
<b>Military discharge papers</b> Veterans receive a small stipend toward burial expenses.	
<b>Burial instructions</b>	
<b>Cemetery plot deed</b>	
<b>Pre-paid cremation documents</b>	
<b>Funeral home preference and information</b>	
<b>Charitable donation preference(s)</b>	
<b>Letter of instruction (if available) from the deceased to his/her executor</b>	
<b>Death certificate</b> Order one copy for each account or title of ownership of the deceased.	
<b>Phone number/Address of County Surrogate Court</b> The county court or clerk's office where the deceased resided handles the estate matters and will probate the Last Will and Testament. The executor should obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.	
<b>Information for obituary (e.g., resume)</b>	

The information contained herein is general in nature and is provided solely for educational and informational purposes. New York Life Investments does not provide legal, accounting or tax advice. You should obtain advice specific to your circumstances from your own legal, accounting and tax advisors.

**For more information**  
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