

**For Internal Use Only**

Branch No.

Account No.

Financial Advisor No.

\_\_\_\_\_

# Personal Advisor List and Document Locator

\_\_\_\_\_  
LAST UPDATED

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SSN

## Personal Advisors

\_\_\_\_\_  
FINANCIAL ADVISOR

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
ATTORNEY

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
ACCOUNTANT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
PRIMARY PHYSICIAN

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
INSURANCE REPRESENTATIVE

\_\_\_\_\_  
PHONE NUMBER

## Personal Documents

**Please indicate the location of the following items:**

\_\_\_\_\_  
ORIGINAL WILL OR LIVING TRUST DOCUMENTS (SELF) DATED

\_\_\_\_\_  
ORIGINAL WILL OR LIVING TRUST DOCUMENTS (SPOUSE/PARTNER) DATED

\_\_\_\_\_  
SPECIAL ESTATE INSTRUCTIONS—WRITTEN

\_\_\_\_\_  
SPECIAL ESTATE INSTRUCTIONS—VIDEO

\_\_\_\_\_  
TRUST DOCUMENTS

\_\_\_\_\_  
POWER OF ATTORNEY

\_\_\_\_\_  
LIVING WILL

\_\_\_\_\_  
HEALTH CARE DIRECTIVE

\_\_\_\_\_  
BIRTH CERTIFICATE

\_\_\_\_\_  
MARRIAGE CERTIFICATE

\_\_\_\_\_  
CITIZENSHIP PAPERS

\_\_\_\_\_  
MARRIAGE AGREEMENTS (PRE- OR POST-NUPTIAL)

\_\_\_\_\_  
DIVORCE PAPERS

\_\_\_\_\_  
FUNERAL ARRANGEMENTS AND BURIAL INFORMATION

\_\_\_\_\_  
OTHER, e.g., ADOPTION PAPERS

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**Business/Professional**

PARTNERSHIP/LLC DOCUMENTS

CORPORATE DOCUMENTS

INVENTORY OF BUSINESS ASSETS

BUY/SELL DOCUMENTS

**Retirement/Other Benefits**

PENSION PLANS

QUALIFIED RETIREMENT PLANS (401(K), PROFIT SHARING)

INDIVIDUAL RETIREMENT PLANS (IRAS, SEP, SIMPLE)

EQUITY COMPENSATION (STOCK OPTION, RESTRICTED STOCK AGREEMENTS)

OTHER EMPLOYEE RETIREMENT BENEFITS (NON-QUALIFIED DEFERRED COMPENSATION)

**Tax Returns & Records**

INCOME TAX RETURNS (LAST 3 YEARS)

RECORDS RE: TAX BASIS OF PROPERTY

GIFT TAX RETURNS

**Insurance Policies**

HEALTH/MEDICAL

LIFE INSURANCE—INDIVIDUAL(S)

LIFE INSURANCE—SURVIVORSHIP

LIFE INSURANCE—GROUP

LONG-TERM CARE

PROPERTY/CASUALTY

DISABILITY

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**Financial Papers**

\_\_\_\_\_  
CHECKING ACCOUNTS

\_\_\_\_\_  
CREDIT CARD ACCOUNTS

\_\_\_\_\_  
SAVINGS ACCOUNT

\_\_\_\_\_  
MORTGAGE/LEASES

\_\_\_\_\_  
CERTIFICATES OF DEPOSIT

\_\_\_\_\_  
INVESTMENT ACCOUNTS

\_\_\_\_\_  
MUTUAL FUND ACCOUNTS

**Property Papers**

\_\_\_\_\_  
COMBINATION TO PERSONAL SAFE

\_\_\_\_\_  
BANK SAFE DEPOSIT BOX (LOCATION OF SAFE DEPOSIT KEY)

\_\_\_\_\_  
VEHICLE TITLES

\_\_\_\_\_  
ORIGINAL DEEDS TO REAL PROPERTY

\_\_\_\_\_  
AFFIDAVITS RE: DOMICILE

\_\_\_\_\_  
AFFIDAVITS RE: COMMUNITY PROPERTY

\_\_\_\_\_  
AFFIDAVITS RE: SEPARATE PROPERTY