



Investment
Management



| ADVISOR ADVANCEMENT INSTITUTE

LifeFolio checklist

Let's turn your piles into files

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
<input type="checkbox"/> Financial professional		
<input type="checkbox"/> CPA/Accountant		
<input type="checkbox"/> Insurance representative		
<input type="checkbox"/> Attorney		
<input type="checkbox"/> Executor		

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

Emergency Papers or Information**Location****Insurance and Annuity documents—needed to settle claims**

- 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

Personal financial documents—documents needed to settle debts and transfer ownership per Last Will and Testament

- 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

Bank/Credit documents—documents needed to settle outstanding credit accounts and free up necessary cash to settle the affairs of an estate

- 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

The items below may be needed when someone becomes seriously ill

- Living Will/Health care proxy
- Durable Power of Attorney
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**

The items below may be needed soon after someone dies

- Last Will and Testament
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.
- Military discharge papers
Veterans receive a small stipend toward burial expenses.
- Burial instructions
- Cemetery plot deed
- Pre-paid cremation documents
- Funeral home preference and information
- Charitable donation preference(s)
- Letter of instruction (if available) from the deceased to his/her executor
- Death certificate
Order one copy for each account or title of ownership of the deceased.
- Phone number/Address of County Surrogate Court
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.
- Information for obituary (e.g., resume)

The information contained herein is general in nature and is provided solely for educational and informational purposes. New York Life Investment Management 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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MAY LOSE VALUE

NO BANK GUARANTEE