

# VITAL RECORDS WORKSHEET

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*Resolve to get  
your affairs in  
order this year*

**Brogan  
Financial**

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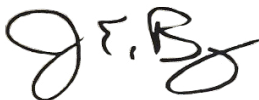
# VITAL RECORDS WORKSHEET



Our lives, in many ways, can be recounted through aspects of our personal records and other important legal documents. They often tell a story as we transition through life – whether it’s a new job, marriage, birth of a child, first home or a death in the family. And they provide direction to your loved ones in the event of the unexpected.

Yet when the time comes, can these critical papers be easily found? It’s important to know exactly where they’re located in order to protect you and your family. With a little preparation and planning, this information can be readily available at your fingertips.

We created this Vital Records Worksheet to serve as a handy guide for updating and organizing your important information and documents. We hope you find it to be a useful tool. If you need assistance, please contact a qualified professional at Brogan Financial.

Warm Regards, 

IMPORTANT CONTACTS	NAME	PHONE NUMBER
Financial Professional		
CPA/Accountant		
Insurance Agent		
Attorney		
Executor of Estate		

EMERGENCY PAPERS AND/OR INFORMATION	LOCATION
✓ General Items	
Birth Certificate	
Social Security Card	
Passport/Citizenship (naturalization papers)	
Driver's License number and expiration date	
Adoption papers	
Marriage certificate	
Pre-nuptial agreement	
Divorce or separation papers	
Safe deposit box(es) and keys	
Safe and combination	
✓ Investment Documents	
Brokerage account statements	
Mutual fund account statements	
Annuity account statements	
Individual retirement plan statements	
Company retirement plan statements	
Other company benefits (e.g. deferred compensation)	
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	
On-line securities access information	
Beneficiary Forms for IRAs, 401(k)s, or other benefits plans	
Documents showing cost basis of securities owned or sold	

✓ Insurance Documents

Life insurance policy documents

Group life policies

Health and accident insurance ID cards and claim records

Emergency papers or Information Location

✓ Insurance Documents Continued

Property and casualty policy documents

Veterans administration insurance papers

Beneficiary forms for insurance or annuity policies

Long term care insurance policy

✓ Personal Financial Documents

Appraisals for valuable items

Inventory of valuable items

Buy/sell or partnership agreements

Deferred compensation agreements

Federal/state gift-tax returns

Prior years' tax returns

Motor vehicle title and/or registration papers

Lawsuit or documents on pending legal actions

Promissory notes

Outstanding loans

Mortgage documents

Medical bills/records, prescription plan card

Property and school tax records

Real Estate deeds and/or other titles of ownership

Rental and/or lease agreements

Trust documents/agreements

✓ Bank/Credit Documents

Checking or money market account statements

Checks

Savings accounts

Credit cards and account statements

Life insurance policy documents

Credit union account books or statements

✓ Emergency Documents

Living Will/Health Care Proxy	
Durable Power of Attorney	
Financial institution's proprietary Power of Attorney forms <i>Some financial institutions may refuse to accept a standard Power of Attorney.</i>	
Paperwork for Final Arrangements Location	
Last Will and Testament <i>Wills should not be kept in a safe deposit box. Rather, wills should be stored in either a lawyer's will safe or a fireproof safe at your home.</i>	
Military discharge papers <i>Veterans receive a small stipend toward burial expenses.</i>	
Burial instructions	
Cemetery plot deed	
Pre-paid cremation documents	
Funeral home preference and information	
Charitable donations preference(s)	
Letter of instruction (if available) from the deceased to executor	
Death certificate <i>The number of accounts or titles of ownership of the deceased.</i>	
Phone number/address of County Surrogate Court <i>The county court or clerk's office where the decedent resided will handle oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.</i>	
Information for obituaries (resume/life story/biography, etc.)	

**For assistance or additional information, please call our office at:  
865-862-6800 or visit [www.broganfinancial.com](http://www.broganfinancial.com)**

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Learn more about the fundamental principles that can help you successfully plan and save for your retirement years by signing up for Brogan Financial's The Retirement Minute email. You will receive weekly financial planning tips and retirement saving strategies in an easy-to-understand, informative series of messages direct to your inbox.

Start taking hold of your financial future, and sign up now at [www.broganfinancial.com](http://www.broganfinancial.com).

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