

"Set peace of mind as your highest goal, and organize your life around it."

– Brian Tracy

PEACE OF MIND

If you're like most of us, your life has been recorded through a series of important legal documents. When major life events occur it can be difficult to find critical items. Organizing those items properly is a very wise use of your time.

In today's busy world, our lives are constantly changing. As we transition through life's experiences – changing jobs, buying a home, planning for retirement or experiencing a death in the family – we come to value the organization of our important documents. Unexpected circumstances can be stressful enough without the added worry of quickly locating the required documents.

CHECKLIST ✓

We created this Peace of Mind Checklist to be a simple tool for organizing the vital documents of your life. We encourage you to share this checklist with your close family members, as well as your financial professional, attorney, accountant, and your executor. This may be one of the easiest, but most valuable gifts you can give yourself and your family.



(205) 444-4996

visit www.ADSWealthmgmt.com

Your Name: _____

Your Address: _____

If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.

✓	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 (<i>naturalization papers</i>)		
	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 (<i>e.g. deferred compensation</i>)		
	Stock certificates not held in an account		
	Bearer bonds not held in an account		
	Alternative investment documents (<i>including K-1s</i>)		
	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		

Emergency papers and/or Information	Location
✓ Insurance Documents	
Mortgage insurance policy	
Travel insurance policy	
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
<p>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></p>	
<p>Military discharge papers <i>Veterans receive a small stipend toward burial expenses.</i></p>	
<p>Burial instructions</p>	
<p>Cemetery plot deed</p>	
<p>Pre-paid cremation documents</p>	
<p>Funeral home preference and information</p>	
<p>Charitable donations preference(s)</p>	
<p>Letter of instruction (if available) from the deceased to executor</p>	
<p>Death certificate <i>The number of accounts or titles of ownership of the deceased.</i></p>	
<p>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></p>	
<p>Information for obituaries (resume/life story/biography, etc.)</p>	



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