PRIVATE WEALTH PARTNERS, LLC

Financial & Investment Management

Branch phone # 410-224-4848

Financial Organizer Checklist

Prepared/Updated ___________

Client Name ______________________

General Items	Location
Address & phone of key contacts (investment professional, insurance agent, doctors, Lawyers, CPA, etc.)	
Social Security card	
Birth Certificate	
Passport/Citizenship papers	
Driver's license number/expir. date	
Adoption papers	
Marriage Certificate	
Pre-nuptial agreement	
Divorce or separation papers	
Safe and combination	
Safe deposit box(es) & keys	

Investment Documents	
Brokerage acct statements	
Mutual fund acct statements	
Indiv retirement plan statements	
Co. retir. plan stmts- all employers	

Other company benefits (def. comp) ______________________________

Stock certificates not held in an acct ______________________________

Bearer bonds not held in an acct ______________________________

Alt investment docs (incl. K-1s) ______________________________

Investment club docs/records ______________________________

529 college savings statements ______________________________

On-line securities transaction info ______________________________

Bene forms for IRA, 401K, etc ______________________________

Docs showing CB of sec.owned/sold ______________________________

Emergency Papers or Information	**Location**

Insurance and Annuity

Life insurance policy documents ______________________________

Group life policies ______________________________

Health/Accid ins cards/claim record ______________________________

Var/fixed annuity stmts/documents ______________________________

Mortgage insurance policy ______________________________

Travel insurance policy ______________________________

Property & casualty policy docs ______________________________

Veterans admin insurance papers ______________________________

Bene forms for ins/annuity policies ______________________________

Financial Personal Documents –documents needed to settle debts & transfer ownership per Last Will/Testament.

Appraisal/inventory of valuable items______________________________

Buy/sell or partnership agreements ______________________________

Def compensation agreement docs ______________________________

Federal/state gift-tax returns ______________________________

Prior years' tax returns ______________________________

Motor vehicle title papers ______________________________

Lawsuit or docs pending legal action ____________________

Promissory notes (debts owed) ____________________

Loans outstanding (money owed) ____________________

Mortgage documents ____________________

Med bills, prescript plan records ____________________

Property and school tax records ____________________

Real estate deeds ____________________

Other titles of ownership ____________________

Rental and/or lease agreements ____________________

Trust documents/agreements ____________________

Bank/Credit Documents- docs needed to settle outstanding credit accts & free up necessary cash to settle estate affairs

Checking/money market acct stmts ____________________

Checks (checking or money mkt) ____________________

Passbook savings accounts ____________________

Credit cards & acct statements ____________________

Credit union acct books/stmts ____________________

Emergency Papers or Information	**Location**

The items below may be needed when someone becomes seriously ill.

Living Will/Health Care Proxy ____________________

Durable Power of Attorney ____________________

Financial institution's proprietary
Power of Attorney forms ____________________

The items below may be needed soon after someone dies.

Last Will and Testament ____________________

Military discharge papers ____________________

Burial Instructions ____________________

Cemetery plot deed ____________________

Pre-paid cremation documents ______________________________

Funeral home preference & Information ______________________________

Charitable donation preference(s) ______________________________

Letter of instruction from deceased to his/her executor or executrix ______________________________

Death Certificate ______________________________

Information for obituaries (resume) ______________________________

.

Online Passwords

Keep this page for your records only.

Financial Websites ______________________________
____
____
____
____

Bank Login ______________________________
____
____

Email ______________________________
____
____