

# IMPORTANT DOCUMENTS

**The first step is to get your important documents in one place.**

The following list should simplify the task. Check the documents you have and then locate them.

## Agreements

- Loan Agreement
- Mortgage Agreement
- Partnership Agreement

## Bank Records with Account Numbers

- Checking
- Savings
- Credit Cards
- Certificate of Deposit (CD)
- Safety Deposit Box
- Pin Numbers Needed to Access Accounts

## Financial Records

- Income Tax Returns both Personal and Business
- Gift Tax Returns
- Information on Profit-Sharing Plan
- Corporate Retirement Plan
- Keogh or IRA Plan
- Investment Securities
- Brokerage Account Records
- Rental Property Records
- Stock Certificates
- Mutual Funds
- Bonds
- Stock Option Plan
- Stock Purchase Plan

## Insurance Policies

- Annuities
- Life
- Disability
- Health
- Long-Term Care
- Home
- Auto Liability
- List of Stored Valuable Possessions along with Appraisals

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### Pat says:

*Keep a list of names, addresses and phone numbers of relatives and friends, as well as a list of professional and fraternal organization memberships.*

Take these documents and place them in the **Important Document File** that came with **Bookkeeping In a Box**<sup>®</sup> – **Personal Record Keeping Made Simple.**

Use the **labels** provided.



## Legal Documents

- Wills
- Trusts
- Living Wills
- Durable Power of Attorney  
(Check your state's requirements)
- Health Care Power of Attorney
- Guardianship for Minors
- Passports
- Birth Certificates
- Social Security Cards
- Citizenship Papers
- Children's Birth Certificates
- Adoption Papers
- Marriage Certificate
- Divorce or Separation Records
- Bankruptcy Discharge Papers
- Military Discharge Papers

## Miscellaneous

- Burial Instructions
- Cemetery Plot Deeds
- Safe Combinations to both Home and Business

## Titles and Deeds

- Real Estate and Title Insurance Policy
- Autos with Registrations
- Boats with Registrations

## Warranties