# Organizing your financial life.
# Critical information at your fingertips.

Achieving life means more than wealth and money. It means being prepared to meet new opportunities and to adapt when significant life events occur.

Having all your financial information in one place can make it easier to deal with the unexpected. This document is designed to be an organizational tool that will help you and your family more easily navigate moments of change. It will also assist you in aggregating all your key financial data and suggests talking points to discuss with a Financial Advisor.

At Merrill Lynch, we can help you face life's financial challenges by taking the time to fully understand who you are and what matters most to you. We believe that a partnership with a Merrill Lynch Financial Advisor—who understands your situation, your needs and what you want to accomplish—is the best way to help you achieve the life you want.

Get started today. Call (800) MERRILL (637-7455) or visit us online at www.totalmerrill.com.

Date

Your Name

Financial Advisor / Team Name

Financial Advisor / Team Phone Number

Financial Advisor / Team E-mail

TOTAL MERRILL®

Today you have more opportunities—and more potential pitfalls. Your financial life is more complicated. There's value in working with a Financial Advisor who takes into consideration today's financial complexities when addressing the goals you have for yourself and your family. And there's value in seeing every aspect of your financial life—your assets and your liabilities—in total.

We hope this document helps give you a view of your entire financial life, and some measure of peace of mind for you and those you hold dear.

## Key Contacts

| | Name | Telephone |
|---|---|---|
| Family member | | |
| Family member | | |
| Friend | | |
| Friend | | |
| Primary care physician | | |
| Other physician | | |
| Pediatrician | | |
| Guardian for minors | | |
| Home health aide | | |
| Primary medical insurance | | |
| Financial Advisor | | |
| Attorney | | |
| Executor | | |
| Power of attorney | | |
| Accountant | | |
| Dentist | | |
| Veterinarian | | |
| Telephone provider | | |
| Cellular phone provider | | |
| Cable provider | | |
| Gas company | | |
| Electric company | | |

| Tracking Progress Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| **Personal** | | |
| *Example: Adoption papers* | *John Smith*<br>*123 Birch Street, Allentown, PA 18102*<br>*(610) 321-3210* | *Black file cabinet, basement* |
| Social Security card | | |
| Birth certificates | | |
| Passport/Citizenship (naturalization) papers | | |
| Driver's license number and expiration date | | |
| Adoption papers | | |
| Marriage certificate | | |
| Prenuptial agreement | | |
| Divorce or separation papers | | |
| Military discharge papers | | |
| Safe and combination | | |
| Safe deposit box and key | | |
| **Ownership** | | |
| Real estate deeds | | |
| Motor vehicle title | | |
| Other titles of ownership | | |
| Appraisal and inventory of valuable items | | |
| **Tax** | | |
| Prior years' federal and state tax returns | | |
| Federal/State gift tax returns | | |
| Property and school tax records | | |

I still need to discuss with a Financial Advisor:

☐ Online account access and tracking ☐ Monthly account statements ☐ Portfolio performance reviews

| Banking Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| Account statements | | |
| Checking statements | | |
| Checkbook | | |
| Savings statements | | |
| Money market account statements | | |
| Credit union account book or statements | | |
| CD statements | | |
| Credit card statements | | |
| Debit card statements | | |
| Online bill paying information | | |

I still need to discuss with a Financial Advisor:

- ☐ Electronic banking and automatic investments
- ☐ Online account management
- ☐ Credit and debit cards with rewards programs

| Estate Planning Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| **Estate** | | |
| Last will and testament | | |
| Living will/Health care proxy | | |
| Durable power of attorney | | |
| Burial instructions | | |
| Cemetery plot deed | | |
| Prepaid cremation papers | | |
| Funeral home preference and information | | |
| Letter of instruction to executor/executrixes | | |
| Death certificate | | |

| Estate Planning Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| **Insurance** | | |
| Long-term care insurance policy | | |
| Life insurance policy | | |
| Group life policies | | |
| Health and accident insurance cards and claims record | | |
| Mortgage insurance policies | | |
| Travel insurance policy | | |
| Property and casualty policy | | |
| Veterans administration insurance policy | | |
| Beneficiary forms for insurance policies | | |
| **Personal and Charitable Trusts** | | |
| Personal trust account | | |
| Trustee information | | |
| Charitable trust account | | |
| Charitable donation preferences | | |

I still need to discuss with a Financial Advisor:

- ☐ Trust and estate services
- ☐ Insurance planning and products
- ☐ Philanthropy and nonprofit services
- ☐ Wealth protection strategies

**Notes:**

| Investment Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| Brokerage account statements | | |
| Mutual fund account statements | | |
| Other managed account statements | | |
| Stock certificates not held in an account | | |
| Bearer bonds not held in an account | | |
| Alternative investments (including K-1s) | | |
| 529 college savings plan statements | | |
| Cost basis papers | | |
| Online transaction confirmation | | |
| Concentrated stocks (10b5-1 selling plans, Rule 144/145 sales and lending) | | |

I still need to discuss with a Financial Advisor:

☐ Investment solutions ☐ Investing for education ☐ Managed accounts ☐ Alternative investments

| Retirement Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| IRA statements | | |
| Company retirement plan statements from all employers, e.g., 401(k), 403(b) | | |
| Other company benefits (stock options, deferred compensation) | | |
| Deferred compensation agreement | | |
| Beneficiary forms for IRAs, 401(k)s or other benefits plans | | |
| Variable or fixed annuities statements | | |
| Beneficiary forms for annuities policies | | |

I still need to discuss with a Financial Advisor:

☐ Retirement planning ☐ 401(k)s ☐ IRAs ☐ Distributions ☐ RMDs ☐ Annuities ☐ Asset transfer solutions

| Credit and Lending Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| Mortgage | | |
| Home equity line papers | | |
| Loan Management Account℠ statements | | |
| Securities-based loan | | |
| Car loan | | |
| Other outstanding loans | | |
| Promissory notes | | |
| Rental and/or lease agreements | | |

I still need to discuss with a Financial Advisor:

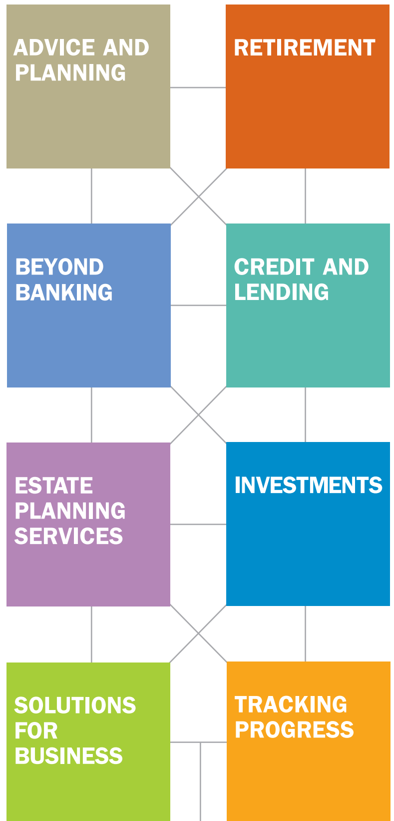
☐ Home financing ☐ Equity loans and lines ☐ Education funding ☐ Security-based financing

| Small Business Documents | Provider Contact Information | Where do I keep these papers? |
|---|---|---|
| Incorporation/Ownership papers | | |
| Financing papers | | |
| Bank account statements | | |
| Payroll records | | |
| Employee records | | |
| Employee retirement plans | | |
| Stock option plans | | |
| Other employee benefit plans | | |
| Credit card statements | | |
| Buy/Sell or partnership agreements | | |

I still need to discuss with a Financial Advisor:

☐ Home financing ☐ Equity loans and lines ☐ Education funding ☐ Security-based financing

**Notes:**

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