

# DOCUMENT LOCATOR

Provided By: FINANCIAL FOCUS – 760-431-3040 – [www.fifo1.com](http://www.fifo1.com)

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## WHY THE DOCUMENT LOCATOR

We have seen it time and time again. A beloved family member suddenly passes away. The grief stricken family has to scramble to find important documents and dig through the personal belongings of the lost loved one to locate the critical contact information. At Financial Focus, we have created this comprehensive Document Locator that is designed to help your family during the financial transition that follows the loss of any family member.

The Financial Focus Document Locator is broken down into two parts. The first part allows the user to identify where critical documents are stored. The second part of the Document Locator gives the user a place to list account information and information regarding critical contact individuals that may be able to help in transitioning the finances of the lost loved one. By taking time to complete this document (and making sure it is updated at least annually), you are sure to help your loved ones make the process of transitioning less a burden during this difficult and stress-filled time.

## IMPORTANT DOCUMENTS

When someone passes away, there are many documents requested by various entities and government agencies. Knowing where to look for these documents makes it so much easier for grieving family members to move forward in settling all the issues that must be addressed.

The following pages list many of the documents that may be needed in order to help settle your affairs. By completing the following checklist, you will greatly assist your surviving family members in knowing where to find important documents. Here's how we've organized this portion of our Document Locator.

We've listed five possible locations where documents might be kept by you. Within each of the five locations, we've given you a space to identify the sub-locations that can help direct those looking for particular documents. Please be as detailed as possible in describing the locations listed below. Give as detailed addressee, person contact and specific location information as possible.

For example, if you have documents stored in your home in a safe, in a filing cabinet or in your desk drawer, under Location A you would list in A-1 where the safe is located and the combination, where the filing cabinets are located next to A-2 and identify the desk drawer in A-3. We have provided space for you to list up to five different locations in your home where these important documents might be located. In the same manner, you would fill in the locations for the remaining B-E locations listed below. It is helpful to your survivors to be as detailed as possible.

Once the locations are completed, go to the list of documents in the following pages and then to the document. Mark the letter and number associated with where that document is located. Using the example above, if your marriage certificate is kept in your home safe, you would mark

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A-1 in the space provided. Continue to mark the appropriate letter and number combination for each of the documents listed below. For documents you do not possess, you can leave the space blank. When you are finished identifying the locations of your important documents, you will be directed to the pages where you can list all the important information regarding your finances.

## LOCATIONS

A. RESIDENCE – Address: \_\_\_\_\_

No.	Description	Location	Combination/Key Location
1	Safe		
2	File Cabinets		
3	Desk Drawers		
4			
5			

B. SAFE DEPOSIT BOX

Box No.	Bank Name	Bank Address	Key Location
1			
2			
3			
4			
5			

C. BUSINESS – Address: \_\_\_\_\_

No.	Description	Location	Combination/Key Location
1	Safe		
2	File Cabinets		
3	Desk Drawers		
4			
5			

D. PROFESSIONAL'S OFFICE: List Accountant, Attorney, Financial Planner and other professional representatives who may have important documents stored at their business offices or may have other information regarding your personal financial situation.

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1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- E. OTHER: List the name and contact information of anyone else who may have important information your family should know about. You can also list names and locations of computer programs or web sites that may contain important information.

No.	Name	Address	Phone No.
1			
2			
3			
4			
5			

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IMPORTANT DOCUMENTS – Record the letter/number combination in the box below that clearly identifies the location where the following records are kept.

## BANK RECORDS

Item	Location
Bank statements	
Cancelled checks	
Checkbooks	
Certificates of deposit	
Savings accounts	

## INVESTMENT DOCUMENTS

Item	Location
Bonds and lists of bonds owned	
Brokerage account records	
Mutual fund records	
Partnership agreements	
Lists of partnerships	
Record of securities	
Stock certificates	
Stock option plan	
Treasury Bills	

## INSURANCE POLICIES

Item	Location
Property and casualty policies	
Health insurance	
Life insurance, individual	
Life insurance, group	
Disability insurance	
Long-Term Care insurance	
Legal Services Insurance	

## CHILDREN'S ASSETS

Item	Location
Savings Accounts	
Brokerage Accounts	
Mutual fund records	
Pre-paid college records	
Trust/custodial account records	

## REAL ESTATE

Item	Location
Titles and deeds to real estate	
Title insurance policies	
Property and casualty insurance	
Mortgages and notes	
Rental property records	

## RETIREMENT PLANS

Item	Location
Annuity contracts	
Corporate retirement plans	
IRA documents	
401 (k) plans	
Pension/profit sharing plans	
Other retirement plans	
Beneficiary designations	

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## OTHER IMPORTANT RECORDS

Item	Location
Wills	
Trust documents	
Auto ownership records	
Other vehicle ownership records	
Passports	
Birth certificates	
Adoption papers	
Marriage certificate	
Divorce/separation papers	
Military discharge papers	
Tax returns	
Death Certificates	



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IMPORTANT CONTACT INFORMATION – Please list the names and contact information of the people listed in the table below. You may want to include people such as clergy, medical professionals, financial professionals, pharmacies, insurance advisors, mortgage broker and employers.

No.	Name	Who Is This Person? (Ex: Atty)	Company Name	Address	Phone No.
1					
2					
3					
4					
5					
6					
7					
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9					
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12					
13					
14					
15					
16					

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No.	Name	Who Is This Person? (Ex: Atty)	Company Name	Address	Phone No.
17					
18					
19					
20					
21					
22					
23					
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25					
26					
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