Organizing your financial life

Critical information at your fingertips

Date

Your name

Financial advisor / Team name

Financial advisor / Team phone number

Financial advisor / Team email

Financial advisor / Team website address

Merrill Lynch
Bank of America Corporation

Life's better when we're connected®

Building the life you always wanted takes careful planning and preparation. With this in mind, you may find it helpful to have all your important financial information in one place. This document is intended to be that place for you.

As you start to gather your financial information, you may have questions about your overall financial picture or how you'll be able to meet goals that matter to you and your loved ones. A Merrill Lynch financial advisor can help. He or she can take the time to fully understand what's important to you. Having a one-on-one relationship with someone who understands your unique needs is one way to help you navigate any life event along your financial journey.

Key contacts

Personal	Name	Telephone
Family member		
Family member		
Friend		
Friend		
Primary care physician		
Other physician		
Other physician		
Pediatrician		
Guardian or emergency contact for minor(s)		
Home health aide		
Primary medical insurance		
Secondary medical insurance		
Financial advisor		
Attorney		
Executor		
Power of attorney		
Accountant		
Employer		
Dentist		
Veterinarian		
Telephone provider		
Cellular phone provider		
Cable/Internet provider		
Gas company		
Electric company		

Tracking progress

Personal	Provider contact information	Where do I keep these documents?
Example: Adoption papers	*John Smith* *123 Birch Street, Allentown, PA 18102* *(610) 321-3210*	*Black file cabinet, basement* or *den computer,* *My Documents > Adoption*
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		
Wealth management expense worksheet		
Ownership	**Provider contact information**	**Where do I keep these documents?**
Real estate deeds		
Motor vehicle title(s)		
Other titles of ownership		
Appraisal and inventory of valuable items		
Tax	**Provider contact information**	**Where do I keep these documents?**
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

	Provider contact information	Where do I keep these documents?
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

Estate	Provider contact information	Where do I keep these documents?
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/executrix		
Certificates of deceased family members		
Beneficiary for accounts		

Estate planning

Insurance	Provider contact information	Where do I keep these documents?
Long-term care insurance policy		
Life insurance policies		
Group life policies		
Health and accident insurance cards and claims record		
Mortgage insurance policies		
Travel insurance policy		
Automobile insurance policy		
Property and casualty policies		
Other insurance		
Veterans administration insurance policy		
Beneficiary forms for insurance policies		
Personal and charitable trusts	**Provider contact information**	**Where do I keep these documents?**
Personal trust account		
Trustee information		
Charitable trust account		
Charitable donation preferences		
Special needs trusts	**Provider contact information**	**Where do I keep these documents?**
Child trust account		
Child trustee/guardian		
Adult trust account		
Adult trustee/guardian		
Executor to oversee financial affairs		

I still need to discuss with a financial advisor:

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

Investment

	Provider contact information	Where do I keep these documents?
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 (include 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 strategies
- ☐ Investing for education
- ☐ Managed accounts
- ☐ Alternative investments

Retirement

	Provider contact information	Where do I keep these documents?
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		
Statements and beneficiary forms for retirement plans, e.g., IRA, 401(k)		
Statements and beneficiary forms for annuity policies (variable or fixed)		

I still need to discuss with a financial advisor:

- ☐ 401(k)
- ☐ RMDs
- ☐ IRAs
- ☐ Annuities
- ☐ Retirement planning
- ☐ Distributions
- ☐ Account transfer solutions

Credit and lending

	Provider contact information	Where do I keep these documents?
Mortgage		
Home equity line papers		
Loan Management Account® statements		
Securities-based loan		
Car loan		
Student loans		
Other outstanding loans		
Promissory notes		
Rental and/or lease agreements		

I still need to discuss:
- ☐ Home financing
- ☐ Equity loans and lines
- ☐ Education funding
- ☐ Security-based financing

Small business

	Provider contact information	Where do I keep these documents?
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		
Other		

I still need to discuss with a financial advisor:
- ☐ Business financing
- ☐ Cash management
- ☐ Retirement and benefit plans
- ☐ Succession planning

Get started today

Call **800.MERRILL** (800.637.7455) or visit us online at ml.com.

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