



KEEPING TRACK OF YOUR FINANCIAL RECORDS

This organizer can help the people you trust quickly access important information regarding your financial affairs.

RAYMOND JAMES®

THE FINANCIAL AFFAIRS RECORD OF

COMPLETED BY

STATE OF LEGAL RESIDENCE

AS OF DATE

THE POWER OF PLANNING

At Raymond James, we believe in the power of planning, not just financial planning, but life planning. And it starts with getting, and remaining, organized to ensure your wishes are carried out.

To help, Raymond James, along with Raymond James Trust, is offering you this complimentary financial records organizer to track your important documents and the professionals who are most knowledgeable about each. Your financial advisor likely maintains similar information for you, and this will serve as a backup. We recommend you update this at least once a year and protect this information in a safe deposit box.

We hope you'll find this organizer useful as you, your family and your advisors plan for your financial legacy. Your Raymond James financial advisor can address any concerns that may arise as you complete the following sections and answer any questions you may have about comprehensive estate planning.

This record is for organizational purposes only. No disclosure of actual financial position is made herein. The law of this state is controlling with respect to many aspects of wills, marriage, divorce, care/custody of minor children and estate taxation.

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MY PROFESSIONAL TEAM

Financial Advisor

Attorney(s)

Accountant(s)

Insurance Broker(s)

LAST WILL AND TESTAMENT, RELATED CODICILS

Wills allow your estate to be distributed according to your wishes. Without one, your heirs will inherit according to current law, and the court will appoint administrators and guardians as necessary, which may add time and costs to the process.

Tip: If you don't have a will, a specialized attorney can best offer specific advice regarding your own situation.

I have a current will Yes No

Date executed _____ (mm/dd/yyyy).

My original will can be found at:

My will names the following:

Guardians of my children _____

Personal representatives _____

Trustees _____

Contact information of the attorney who drafted my will is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

Insurance policies

Contact information of my general insurance broker is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

A note about beneficiaries

Several circumstances might prompt you to update your beneficiary designations, including:

1. Change in marital or health status
2. Death or incapacity of spouse or a child
3. Birth of children/grandchildren
4. Significant change in net worth
5. Nearing retirement
6. Impending sale of family business
7. Change in tax laws

TRUST AGREEMENTS

A trust is a common method to provide for the care of your dependents. Several trusts are available to meet your needs.

Tip: Ask your financial advisor if a trust is right for your family, particularly if you have complicated family relationships, blended families, special needs situations or educational and philanthropic goals. You can learn more about trusts at raymondjames.com/trust.

I have an existing trust Yes No

Date executed _____ (mm/dd/yyyy).

The trust agreement can be found at:

The trust benefits _____

The trustees are _____

Successor trustees _____

I am a beneficiary of a trust established by:

The papers can be found at _____

Upon my death, my heirs will benefit from trust funds established by:

The papers can be found at _____

Annuities

I own annuity contracts Yes No

The contracts can be found at _____

The itemized list can be found at _____

INSURANCE POLICIES

Life insurance

Life insurance can provide an immediate source of cash for your family. It's a good idea to preserve policies and premium receipts in a safe place. Copies of the policy numbers, issuing companies, beneficiaries, etc. should be given to your executor and placed in your safe deposit box.

Location of policies _____

The itemized list or audit can be found at _____

Policies owned by me

Policy number _____

Insured person _____

Beneficiaries _____

Addresses of beneficiaries _____

Loans against the policy _____

Policies owned by others on my life

Policy number _____

Insured person _____

Beneficiaries _____

Addresses of beneficiaries _____

Loans against the policy _____

Some or all of my life insurance policies contain extra disability benefits.

- Accidental death
- Health/medical
- Medicare supplement
- Long-term care

The following papers are filed with the policies

- Premium receipts
- Dividend statements
- Settlement agreements
- Assignments

Disability

Let your family know where these policies are located so they can make immediate claims if necessary.

Contact information of agent is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

In addition to employer-provided benefits, I carry:

- Accidental death Disability
- Health/medical Hospitalization
- Long-term care Medicare supplement
- Sickness Other insurance

The itemized list can be found at _____

The policies can be found at _____

Durable powers of attorney

The paperwork for my durable power of attorney can be found at _____

Healthcare surrogate or proxy

The paperwork for my healthcare surrogate or proxy can be found at _____

LIVING WILLS

(your attorney and doctors should also have original copies)

I have an existing trust Yes No

Date executed _____ (mm/dd/yyyy).

My living will can be found at _____

Contact information of attorney who drafted my living will is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

MONETARY ACCOUNTS

Thousands of bank accounts go unclaimed each year because account holders failed to share the information with their families.

Type of account**Checking** _____

Location _____

Owner(s) _____

Certificates of deposit _____

Location _____

Owner(s) _____

Savings _____

Location _____

Owner(s) _____

Money market _____

Location _____

Owner(s) _____

Other _____

The location of checkbooks/bankbooks is:

The following can sign checks on my behalf:

Name _____

Address _____

Address _____

Telephone _____

Email _____

DEBT

Exclusive of secured loans, such as mortgages,
I owe money to:

The loan agreements and other documentation
can be found at:

The following owe me money:

The loan agreements and other documentation
can be found at:

SECURITIES

Valuable rights can be lost if the owners of stocks and bonds can't be located. Records of purchase, along with other documents, are also needed for tax purposes.

Contact information of my financial advisor is:

Name _____

Address _____

continued page 16

Address _____

Telephone _____

Email _____

Securities owned

Brokerage

Location _____

Owners _____

Beneficiaries _____

Obtained by

Purchase Gift Inheritance Other

Individual stocks

Location _____

Owners _____

Beneficiaries _____

Obtained by

Purchase Gift Inheritance Other

Stock options

Location _____

Owners _____

Beneficiaries _____

Obtained by

Purchase Gift Inheritance Other

Individual bonds

Location _____

Owners _____

Beneficiaries _____

continued page 18

Obtained by

Purchase Gift Inheritance Other

U.S. savings bonds

Location _____

Owners _____

Beneficiaries _____

Obtained by

Purchase Gift Inheritance Other

Records of buys and sells can be found at:

A list of my bonds and their serial numbers can be found at:

Some or all securities are pledged for loans:

Yes No

They are with:

EMPLOYED OR BUSINESS OWNER

Your family should know the benefits supplied by your employer so they can take quick action, if necessary.

I am currently employed Yes No

Contact information of my most recent employer is:

Name _____

Address _____

Address _____

continued page 20

Telephone _____

Email _____

Dates of employment _____

I participated in the following employer-sponsored benefit plans:

I own a business Yes No

Name and address of my business is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

Contact information for my successor is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

My business succession plan can be found at:

My business buy-sell agreements can be found at:

My business valuation documents can be found at:

Key insurance policies covering the business:

RETIREMENT PLANS

Your heirs and advisor should know where to find information about your personal retirement plans, employee pension or profit-sharing plans and annuities, if necessary.

My retirement plans include:

Type of account

401(k)s

Location _____

Beneficiaries _____

Approximate value _____

403(b)

Location _____

Beneficiaries _____

Approximate value _____

Annuities

Location _____

Beneficiaries _____

Approximate value _____

Deferred compensation

Location _____

Beneficiaries _____

Approximate value _____

Keoghs

Location _____

Beneficiaries _____

Approximate value _____

Pensions

Location _____

Beneficiaries _____

Approximate value _____

Profit-sharing

Location _____

Beneficiaries _____

Approximate value _____

Roth IRAs

Location _____

Beneficiaries _____

Approximate value _____

Social Security

Location _____

Beneficiaries _____

Approximate value _____

Traditional IRAs

Location _____

Beneficiaries _____

Approximate value _____

SOCIAL SECURITY

I'm covered by Social Security Yes No

My Social Security card can be found at:

My Social Security earnings records can be found at:

I'm eligible for survivors benefits Yes No

TAX RETURNS

Copies of tax returns are often required to prepare returns to settle the estate.

Contact information for my accountant is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

My tax returns can be found at:

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Supporting documentation is attached to the returns: Yes No

My withholding tax forms and receipts received from employer can be found at:

PERSONAL PAPERS

These are necessary for insurance purposes, Social Security, pensions and other circumstances that require legal proof of age, relationship or place of birth.

Birth certificates

I have a birth certificate Yes No

My birth certificate can be found at:

I was born in _____

Date _____

Naturalization/citizenship papers

I was born outside the United States

Yes No

My citizenship or naturalization papers can be found at:

OFFICIAL RECORDS

Marriage certificate

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

Prenuptial agreement

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

Divorce or separation papers

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

Custody agreements

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

Military records

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

Passports/Visas

Parties involved _____

Date _____

Location of documents _____

State of jurisdiction _____

RESIDENCES

Records are useful if the property is to be sold, mortgaged or leased. They also help facilitate inheritance of the property and with tax-return preparation.

Address of my primary residence is:

I own this property Yes No

Property owners' names:

Key documents

Building costs

Location_____

Closing statement

Location_____

Home deed

Location_____

Leases

Location_____

Mortgage documents

Location _____

Mortgage insurance

Location _____

Surveys

Location _____

Tax receipts

Location _____

Title abstract

Location _____

Title insurance

Location _____

My mortgage is held by:

Bank name _____

Address _____

Address _____

Telephone _____

If property is leased, the name, address and contact information for my landlord is:

Name _____

Address _____

Address _____

Telephone _____

Email _____

I own additional property Yes No

Address _____

TANGIBLE PROPERTY

A list of my household inventory and
photographs can be found at:

A list of my jewelry, paintings, silver, china and
other valuables can be found at:

continued page 32

The items are insured Yes No

Contact information for my insurance company is:

Name _____

Policy number _____

Address _____

Address _____

Telephone _____

Email _____

Safe deposit box

I have a safe deposit box Yes No

It can be found at:

The following people have access:

Name _____

Address _____

Address _____

Telephone _____

Email _____

Name _____

Address _____

Address _____

Telephone _____

Email _____

ELECTRONIC PROPERTY

These days important information is stored exclusively online. Consolidating your user IDs and passwords can help your trusted heirs readily access your various online accounts, if necessary.

Tip: It's a good idea to include all your electronic information, not just financial accounts. Your survivors will also need to access your social networking sites, among others.

The list of my critical user IDs and passwords can be found at:

Cars, boats and other vehicles

Vehicle _____

Location of title _____

continued page 34

Covered by insurance? _____

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? _____

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? _____

Location of policy _____

Insurance company _____

Insurance policy number _____

Vehicle _____

Location of title _____

Covered by insurance? _____

Location of policy _____

Insurance company _____

Insurance policy number _____

FINAL ARRANGEMENTS

Survivors need this relevant information to carry out your wishes.

Letters of instruction

Location _____

Organ or body donor certification

Location _____

Funeral instructions

Location _____

Burial instructions

Location _____

Deed for cemetery plot/mausoleum/ columbarium

Location _____

Preplanned funeral arrangements

Location _____

Death certificates of family members

Location _____

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ABOUT RAYMOND JAMES TRUST

Building an estate is one thing. Protecting it for future generations is quite another. Trust services can offer the support many investors require when it comes to providing for their own needs or the needs of their loved ones, and passing their estates on to their heirs. Raymond James Trust offers complete personal trust services, including living trusts, charitable remainder trusts, life insurance trusts, specialty trusts and IRA rollover trusts. Today, Raymond James Trust manages more than \$2.7 billion in assets for trust clients.

For more information on the benefits of trusts and comprehensive estate planning, please contact your knowledgeable Raymond James financial advisor.

LIFE WELL PLANNED.

RAYMOND JAMES®

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