

Asset Document Locator Worksheet

Estate Document/Asset Location

In the event that you passed away or became incapacitated before explaining where your important documents and accounts were located, your survivor(s) would have the added burden of locating these important financial items during a time of emotional distress. Completing an asset/document inventory and identifying the location of your estate records would greatly reduce the anxiety created by searching for these important records on your behalf.

Estate Document Locator Instructions

Complete the estate document locator worksheet. Important: Safeguard this and all personal identification information and confidential data from theft.

Create location codes located at the end of the inventory and assign code to each asset/document identifying its location.

Review and up-date your estate document locator annually.

Confidential

Asset Document Locator Worksheet

Full Legal Name:

Date of Birth:

Social Security Number:

Key People:

Primary

Contingent

Financial adviser:

Personal Representative for will:

Personal Rep for medical directive:

Power of attorney appointee:

Attorney:

CPA /Income tax preparer:

Insurance agent:

Trust -trustee:

Other:

Other:

Institution/ Document Source	Institution/ Document Name	Account Password - Policy Number	Contact Name Contact #:	Document Location (Use Code)
Will Document				
Power of Attorney				
Medical Directive				
Bank/Credit Union				
Bank/Credit Union				
Bank/Credit Union				
Investment Firm				
Investment Firm				
Other:				

Institution/ Document Source	Institution/ Document Name	Account Password- Policy Number	Contact Name Contact #:	Document Location (Use Code)
Employer Benefits:				
Health Care Ins				
Pension				
Retirement Savings				
Group Life Insurance				
Stock Options				
Deferred Comp				
Vaca/Sick Leave				
Other Co. Benefit:				
Other Co. Benefits:				

Institution/ Document Source	Institution/ Document Name	Account Password - Policy Number	Contact Name Contact #:	Document Location (Use Code)
Single Life Insurance				
Single Life Insurance				
Credit Card*				
Credit Card*				
Credit Card*				
Primary Mortgage				
Residence Deed				
2nd Mortgage				
Reverse Mortgage				
Other:				

Institution/ Document Source	Institution/ Document Name	Account Password - Policy Number	Contact Name Contact #:	Document Location (Use Code)
Other Mortgage				
Auto Loan*				
Auto Loan*				
Auto Loan*				
Other Loan*				
Income Tax Returns				
Vehicle Title				
Vehicle Title				
Vehicle Title				
Vehicle Title				

Institution/ Document Source	Institution/ Document Name	Account Password - Policy Number	Contact Name Contact #:	Document Location (Use Code)
Email Address: User Name:				
Email Address: User Name:				
Other:				
Other:				
Other:				
Other:				

Document Locator Code:

Location	Location Code	Comment
House Where:	A	
Office: Where:	B	
Bank Name: Safe Deposit Box #:	C	
Computer: User Name: Password:	D	
Cell phone: Password:	E	
Attorney: Contact #	F	
CPA/Tax Preparer: Contact #:	G	
Location:	H	
Location:	I	
Location:	J	

Location:	K	
Nonapplicable—I do not own	X	

*Check for credit life insurance with each credit card and loan company.

Notes and comment about asset document location:

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For more retirement planning education topics, visit www.retirementrecess.com or email jim@retirementrecess.com.

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