Organizing your financial life

Critical information at your fingertips

Merrill Lynch
Wealth Management®
Bank of America Corporation

Building the life you want 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 one-on-one relationship with a Merrill Lynch Financial Advisor who understands your situation, your needs and what you want to accomplish—and who now has access to the resources of Bank of America—can help you build the life you always wanted.

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

Date

Your Name

Financial Advisor / Team Name

Financial Advisor / Team Phone Number

Financial Advisor / Team E-mail

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

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

Tracking Progress Documents	Provider Contact Information	Where do I keep these papers?
Personal		
Example: Adoption papers	*John Smith* *123 Birch Street, Allentown, PA 18102* *(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		
529 college savings plan statements		
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

ADVICE AND PLANNING

RETIREMENT

BANKING

CREDIT AND LENDING

ESTATE PLANNING SERVICES

INVESTMENTS

SOLUTIONS FOR BUSINESS

TRACKING PROGRESS

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