



FINANCIAL RECORDS ORGANIZER

Taylor Hoffman
1802 Bayberry Ct, Suite 101
Richmond, VA 23226
(804) 414-0200

PURPOSE

One of the most overlooked aspects of prudent financial planning is keeping one's financial records thoroughly organized. This simple, yet powerful act can leave your loved ones with a great deal of comfort during an otherwise emotionally challenging time such as death or disability.

That is why we have developed this booklet for you. Through our own personal and professional experience we have designed this exercise to be as easy to complete as possible. We believe a burden will be lifted off your shoulders knowing your loved ones will have proper care and direction in a time of need.

We kindly request you take time to thoughtfully address each relevant section on the ensuing pages. Upon completion we recommend you store this document somewhere safe and secure, and inform at least one trustworthy person of its location.

Please do not hesitate to reach out should you have any questions or require a new booklet.

This file was last updated on:

DATE

CONTACT INFORMATION

Personal

Client 1

Name

Address

Date of Birth

Home Phone

Cell Phone

Work Phone

Email – Personal

Email – Work

Client 2

Name

Address

Date of Birth

Home Phone

Cell Phone

Work Phone

Email – Personal

Email – Work

WHO TO CALL

Emergency Contacts

Name	Relation	Contact Information
------	----------	---------------------

Name	Relation	Contact Information
------	----------	---------------------

Name	Relation	Contact Information
------	----------	---------------------

Professional Contacts / Advisors

Employer 1

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

Employer 2

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

CPA / Tax Advisor

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

Attorney

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

Financial Advisor

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

WHO TO CALL

Professional Contacts / Advisors

Insurance Agent

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

Primary Care Physician

Name / Group	Address	Phone Number / Email
--------------	---------	----------------------

Other

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

Other

Name / Firm	Address	Phone Number / Email
-------------	---------	----------------------

WHAT YOU OWN

Note – for security purposes please list only the last 4 digits of your account numbers

Bank Accounts (Checking / Savings / Money Markets / CDs)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

WHAT YOU OWN

Note – for security purposes please list only the last 4 digits of your account number.

Bank Accounts (Checking / Savings / Money Markets / CDs)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
4.	_____			
5.	_____			
6.	_____			

Investment Accounts (Taxable Brokerage / IRAs / Trusts / Annuities)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			

Retirement Accounts (401(k) / 403(b) / Other Employer Benefits)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>BENEFICIARIES</u>
1.	_____			
2.	_____			

WHAT YOU OWN

Note – for security purposes please list only the last 4 digits of your account number.

Retirement Accounts (401(k) / 403(b) / Other Employer Benefits)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>BENEFICIARIES</u>
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			

Education Accounts (529s / Custodial Accounts (UTMAs / UGMAs))

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			

WHAT YOU OWN

Real / Personal Property (Homes / Real Estate / Autos / Businesses / Jewelry / Collectibles / etc.)

Use this space to list only your most important real and personal property.

	<u>DESCRIPTION</u>	<u>OWNER</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

WHAT YOU OWE

Consumer Debt (Credit Cards / Lines of Credit)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

WHAT YOU OWE

Consumer Debt (Credit Cards / Lines of Credit)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Mortgages / Home Equity Loans

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Vehicle Loans (Cars / Boats / RVs / etc.)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Other Debt (Student Loans / Personal Loans / etc.)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
1.	_____	_____	_____	_____

WHAT YOU OWE

Other Debt (Student Loans / Personal Loans / etc.)

	<u>INSTITUTION</u>	<u>TYPE</u>	<u>OWNER</u>	<u>ACCT #</u>
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

INSURANCE

Life Insurance (Personally Owned and Employer-Provided)

	<u>COMPANY</u>	<u>\$ AMOUNT</u>	<u>BENEFICIARIES</u>	<u>POLICY #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Health / Supplemental Medicare / Long-Term Care Insurance

	<u>COMPANY</u>	<u>POLICY #</u>	<u>OTHER INFO</u>
1.	_____	_____	_____
2.	_____	_____	_____

INSURANCE

Health / Supplemental Medicare / Long-Term Care Insurance

<u>COMPANY</u>	<u>POLICY #</u>	<u>OTHER INFO</u>
3. _____		
4. _____		

Homeowners / Flood Insurance

<u>COMPANY</u>	<u>TYPE</u>	<u>Address</u>	<u>POLICY #</u>
1. _____			
2. _____			
3. _____			
4. _____			

Car / Vehicle Insurance

<u>COMPANY</u>	<u>TYPE</u>	<u>POLICY #</u>
1. _____		
2. _____		
3. _____		

Other Insurance (Umbrella / Personal Property, etc.)

<u>COMPANY</u>	<u>TYPE</u>	<u>\$ LIMITS</u>	<u>POLICY #</u>
1. _____			
2. _____			
3. _____			

DOCUMENT LOCATOR

Please use this section to list the location in which the following documents can be found. If any documents are locked in a secure location, please describe how your family and/or loved ones can access said item(s).

Wills / Powers of Attorney / Health Directives

Social Security Cards

Marriage Certificates / Birth Certificates / Adoption Records

Deeds to Residences

Vehicle Titles

Tax Records

Life Insurance Policies

Health Insurance / Supplemental Insurance Policies / Long-Term Care Policies

Automobile / Vehicle / Homeowners Insurance Policies

Other Insurance Policies

Bank / Investment Account Statements

Business Records

DOCUMENT LOCATOR

Military Records

Other

Other

Other

Other

PASSWORDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Disclosures:

Taylor Hoffman is an SEC registered investment adviser with its principal place of business in the State of Virginia. Any references to the terms "registered investment adviser" or "registered," do not imply that Taylor Hoffman or any person associated with Taylor Hoffman have achieved a certain level of skill or training. Taylor Hoffman may only transact business in those states in which it is registered /notice filed, or qualifies for an exemption or exclusion from registration /notice filing requirements. For information pertaining to the registration status of Taylor Hoffman or for additional information about Taylor Hoffman, including fees and services, please visit www.adviserinfo.sec.gov.

Taylor Hoffman is not a law firm, and the information contained herein should not be construed as legal advice. Rather the contents included are a reflection of the view and opinions of the author. There is no guarantee that the information provided fits every situation, and individuals should consult their attorney for more specifics.