

**HURON OFFICE**

280 Dakota Ave. S.  
Huron, SD 57350  
P 605.352.9490

**SIOUX FALLS OFFICE**

7408 S Bitterroot Pl  
Sioux Falls, SD 57108  
P 605.357.8553

# Important Documents

In today's fast-paced world, you understand how important it is to have your essential documents well-organized. As you navigate through life's transitions and significant milestones – from changing jobs and buying a home to planning for retirement or handling the loss of a loved one – being prepared is crucial.

Unexpected events can be stressful enough without the added worry of scrambling to find critical paperwork. That's why we've created this checklist: a straightforward tool to help you systematically organize the vital documents that record your life.

We encourage you to share this checklist with close family members, as well as with your financial professional, attorney, accountant, and executor. It's a simple yet invaluable step that can make a significant difference for you and your loved ones.

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

*If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.*

✓	Important Contacts	Name	Phone Number
	Financial Professional		
	CPA/Accountant		
	Insurance Agent		
	Attorney		
	Executor of Estate		
Emergency papers and/or Information		Location	
✓	<b>General Items</b>		
	Birth Certificate		
	Social Security Card		
	Passport/Citizenship ( <i>naturalization papers</i> )		
	Driver's License number and expiration date		
	Adoption papers		
	Marriage certificate		
	Pre-nuptial agreement		
	Divorce or separation papers		
	Safe deposit box(es) and keys		
	Safe and combination		
✓	<b>Investment Documents</b>		
	Brokerage account statements		
	Mutual fund account statements		
	Annuity account statements		
	Individual retirement plan statements		
	Company retirement plan statements		
	Other company benefits ( <i>e.g. deferred compensation</i> )		
	Stock certificates not held in an account		
	Bearer bonds not held in an account		
	Alternative investment documents ( <i>including K-1s</i> )		
	Investment club documents/records		
	529 college savings plan statements		
	On-line securities access information		
	Beneficiary Forms for IRAs, 401(k)s, or other benefits plans		
	Documents showing cost basis of securities owned or sold		

	Emergency papers and/or Information	Location
✓	<b>Insurance Documents</b>	
	Mortgage insurance policy	
	Travel insurance policy	
	Property and casualty policy documents	
	Veterans administration insurance papers	
	Beneficiary forms for insurance or annuity policies	
	Long term care insurance policy	
✓	<b>Personal Financial Documents</b>	
	Appraisals for valuable items	
	Inventory of valuable items	
	Buy/sell or partnership agreements	
	Deferred compensation agreements	
	Federal/state gift-tax returns	
	Prior years' tax returns	
	Motor vehicle title and/or registration papers	
	Lawsuit or documents on pending legal actions	
	Promissory notes	
	Outstanding loans	
	Mortgage documents	
	Medical bills/records, prescription plan card	
	Property and school tax records	
	Real Estate deeds and/or other titles of ownership	
	Rental and/or lease agreements	
	Trust documents/agreements	
✓	<b>Bank/Credit Documents</b>	
	Checking or money market account statements	
	Checks	
	Savings accounts	
	Credit cards and account statements	
	Life insurance policy documents	
	Credit union account books or statements	
✓	<b>Emergency Documents</b>	
	Living Will/Health Care Proxy	
	Durable Power of Attorney	
	Financial institution's proprietary Power of Attorney forms <i>Some financial institutions may refuse to accept a standard Power of Attorney.</i>	

✓	Paperwork for Final Arrangements	Location
	<b>Last Will and Testament</b> <i>Wills should not be kept in a safe deposit box. Rather, wills should be stored in either a lawyer's will safe or a fireproof safe at your home.</i>	
	<b>Military discharge papers</b> <i>Veterans receive a small stipend toward burial expenses.</i>	
	<b>Burial instructions</b>	
	<b>Cemetery plot deed</b>	
	<b>Pre-paid cremation documents</b>	
	<b>Funeral home preference and information</b>	
	<b>Charitable donations preference(s)</b>	
	<b>Letter of instruction (if available) from the deceased to executor</b>	
	<b>Death certificate</b> <i>The number of accounts or titles of ownership of the deceased.</i>	
	<b>Phone number/address of County Surrogate Court</b> <i>The county court or clerk's office where the decedent resided will oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.</i>	
	<b>Information for obituaries (resume/life story/biography, etc.)</b>	

**TOLL-FREE 877-352-9490 • [www.mycfsgroup.com](http://www.mycfsgroup.com) • [cfsteam@mycfsgroup.com](mailto:cfsteam@mycfsgroup.com)**