Investment Solutions

Dreyfus

Document Locator

Organization is half the financial planning process. In order to help you with this task, a document locator has been provided. Take time to complete it now, and update it every six or 12 months. Keeping the document locator current will help you get a better understanding of your financial picture and help your executor settle your estate faster.

DIRECTIONS:

- Each adult should complete the following questions individually.
- Leave blank any item that does not apply to you. Include the *location* and a brief *description* of those items that apply to you.
- This record should be kept in a secure location known to your spouse, if married; or to a friend or relative, if not married.
- Complete the information now and bring it up to date at least annually.

Name: ______________________ Date: __________ Social Security Number: ___ - __ - ____

Note the following important information:

1) I have written a personal letter to ______________________________.

The letter is located ______________________________.

2) I have made a living will: Yes ______ No ______

The following people have copies of this will: ______________________________.

3) I have made arrangements to donate ______________________________ for transplant.

Please call ______________________________ immediately in case of death.

4) Other important documents ______________________________

The following are to be contacted in the event of my death:

Attorney ______________________________ Phone ______-______-______

Tax Advisor ______________________________ Phone ______-______-______

Executor ______________________________ Phone ______-______-______

Trustee ______________________________ Phone ______-______-______

Employee Benefit Manager ______________________________ Phone ______-______-______

I belong to the following organizations, which I would want notified in the event of my death:

______________ ______________ ______________

______________ ______________ ______________

BNY MELLON
ASSET MANAGEMENT

Automobile Papers

1. Registration ______________________________

Bill of Sale ______________________________

Finance Agreement/Lease ______________________________

2. Registration ______________________________

Bill of Sale ______________________________

Finance Agreement/Lease ______________________________

Bank-Account Books and Papers

Checking Acct. # ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Checking Acct. # ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Savings Acct. # ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Savings Acct. # ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Cert. of Deposit ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Cert. of Deposit ______________________________

Bank & Address ______________________________

____

Other Signature ______________________________

Baptismal Certificate

Birth Certificate

Burial Instructions

Deeds

Primary Residence

Secondary Residence

Mortgage – Primary

Mortgage – Secondary

Leases

Cemetery Plot

Divorce Papers

Employee-Benefit Data

Group-Insurance Plans

Pension Plan

Savings/Profit-Sharing Plan

Other Employee Benefits

Income Tax Returns

Federal

State

Other

Insurance Policies

Life *(attach schedule if necessary)* ______

Accident/Health ______

Disability ______

Property/Casualty ______

Major Medical ______

Other ______

Marriage Certificate

______

Medical and Dental Information

______

Power of Attorney

______

Safe Deposit Box

Location ______

Box Number ______

Other Persons Having Access to Box

______

Location of Keys ______

Contents ______

Safe Deposit Box

Location ______

Box Number ______

Other Persons Having Access to Box

______

Location of Keys ______

Contents ______

Securities Certificates

(attach schedule if necessary)

Stocks ________________________________

Bonds ________________________________

Money Market Funds ________________________________

Other ________________________________

Social Security Cards

Wills/Trust Agreements

Original ________________________________

Conformed copies ________________________________

Learn More

Please speak with an estate planning specialist for more information on estate management issues, or with your financial advisor for more information on Dreyfus products and services.

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