

Where My Assets Are



One problem survivors often have is finding documents and valuable papers. You can do them a favor by filling out this form. Give copies to your loved ones, executor, lawyer and anyone else who will need this information. You should review and update this information periodically.

Name _____

Retirement System Registration No. _____ Social Security Number _____

My valuable papers and assets are stored in these locations (address plus where to look)

A. Residence _____

B. Safe Deposit Box _____

C. Other _____

| ITEM | LOCATION: | A | B | C | ITEM | LOCATION: | A | B | C |
|-----------------------------------|-----------|-----|-----|-----|-------------------------------|-----------|-----|-----|-----|
| My will (original) | | ___ | ___ | ___ | Retirement plans | | ___ | ___ | ___ |
| Power of attorney | | ___ | ___ | ___ | Deferred compensation/IRA | | ___ | ___ | ___ |
| Spouse's will (original) | | ___ | ___ | ___ | Titles and deeds | | ___ | ___ | ___ |
| Safe combination | | ___ | ___ | ___ | Notes (mortgages) | | ___ | ___ | ___ |
| Trust agreements | | ___ | ___ | ___ | List of stored & loaned items | | ___ | ___ | ___ |
| Life insurance | | ___ | ___ | ___ | Auto ownership records | | ___ | ___ | ___ |
| Health insurance policy | | ___ | ___ | ___ | Birth certificate | | ___ | ___ | ___ |
| Homeowners policy | | ___ | ___ | ___ | Military discharge papers | | ___ | ___ | ___ |
| Car insurance policy | | ___ | ___ | ___ | Marriage certificate | | ___ | ___ | ___ |
| Employment contracts | | ___ | ___ | ___ | Children's birth certificates | | ___ | ___ | ___ |
| Partnership agreements | | ___ | ___ | ___ | Divorce/separation records | | ___ | ___ | ___ |
| List of checking/savings accounts | | ___ | ___ | ___ | Health care proxy | | ___ | ___ | ___ |
| List of credit cards | | ___ | ___ | ___ | Other: _____ | | ___ | ___ | ___ |
| Brokerage account records | | ___ | ___ | ___ | _____ | | ___ | ___ | ___ |

IMPORTANT NAMES, ADDRESSES AND PHONE NUMBERS

New York State & Local Retirement System, 110 State Street, Albany, NY 12244-0001, or toll-free at 1-866-805-0990 or 518-474-7736, in the Albany, New York area.

Attorney _____

Accountant _____

Insurance Agent _____

Copies Given to _____

Date Prepared _____

NOTE: Please be sure to tell your beneficiaries to contact the Retirement System upon your death to determine what benefits may be due.