



STA Wealth Management

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Personal Document Locator

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Please keep in a secure location.

This Personal Document Locator is simply a detailed list of where you store your important records and papers and who your primary advisors and contacts are. This list will assist your loved ones in the event of your death or disability. Keep this list at home along with your other important documents, and make sure a trusted family member knows where it is, or provide a copy to the family member, your executor, and/or your attorney.

Remember to update your Personal Document Locator at least once a year to ensure its accuracy.

Part A -- Personal Information
Name (first, middle, last)
Street Address
City, State, ZIP Code
Social Security Number
Date of Birth
Place of Birth

Part B -- Personal Contacts	
Attorney - Estate and Probate	
Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	
Tax Preparer or CPA	
Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	
Insurance Agent - Life	
Name	Company Name
Address	City, State, ZIP
Phone Number(s)	
Financial Advisor or Planner	
Name	Company Name
Address	City, State, ZIP
Phone Number(s)	

Part B1 -- Personal Contacts Continued	
Attorney - Business	
Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	
Doctor - Primary	
Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	
Insurance Agent - Property and Casualty	
Name	Company Name
Address	City, State, ZIP
Phone Number(s)	
Business Manager	
Name	Company Name
Address	City, State, ZIP
Phone Number(s)	

Part C -- Location Key

Specify the location(s) where you keep your documents (e.g., home, office, safe, safe-deposit box). For each item in Part D, check the number that corresponds to the correct location.

Location 1

Location 2

Location 3

Location 4

Location 5

Part D -- Important Documents

	1	2	3	4	5
Will					
Durable Power of Attorney					
Health-Care Directives					
Trust Agreements					
Birth Certificate					
Social Security Card					
Marriage Certificate					
Military Papers					
Adoption Papers					

Part D continued	1	2	3	4	5
Divorce/Separation Papers					
Vehicle Titles					
Deeds					
Safe-Deposit Box/Keys					
Bank Account Records (e.g., checking and savings accounts, CDs)					
Tax Returns					
Mortgage and Loan Papers					
Insurance Policies -- Home and Vehicles					
Insurance Policies -- Property and Casualty					
Insurance Policies -- Life					
Insurance Policies -- Health					
Business Papers (e.g., incorporation papers, trademarks, patents)					
Retirement Account Papers (e.g., IRAs, annuities)					
Investment Papers (e.g., securities, stocks, bonds, mutual funds)					
Proof of Citizenship					
Important Keys					
Antiques and Heirlooms					
Jewelry					
Cash					
Funeral Instructions (e.g., cemetery plot deed, burial instructions)					
Notes					

IMPORTANT DISCLOSURES

Financial Planning and Investment Advice offered through STA Wealth Management, LLC (STA), a registered investment advisor.

STA does not provide tax or legal advice and the information presented here is not specific to any individual's personal circumstances. To the extent that this material concerns tax matters or legal issues, it is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Each taxpayer should seek independent advice from a tax professional based on his or her individual circumstances.

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