

Alphabetic Document Log



ADVANCE
CAPITAL
management



Sometimes the most difficult part of getting organized is deciding how you want to use the information later. Below is an alphabetic list of all records that you deal with on a regular basis. By assigning each a category and location code, finding those records at any given time will be easy. We have identified 15 categories that cover these areas. Take a look and see if this can help you get your personal records in order.

In order to simplify this process, list the locations where you generally keep information below. Then use the corresponding location number to show where each of these records is kept (i.e. fireproof file in basement, safe deposit box at Bank, Trust attorney's office, etc.). If additional locations are required, add separate list.

Location of Records

Location #1: _____

Location #2: _____

Location #3: _____

Location #4: _____

Location #5: _____

Personal Information

Name: _____ Social Security No: _____

Address: _____ City, State, Zip: _____

Marital Status: _____ Name of Spouse: _____

Date of Birth: _____ Place of Birth: _____

Father's Name: _____ Place of Birth: _____

Mother's Maiden Name: _____ Place of Birth: _____

Military Record: _____ Date(s) Served: _____

Religious Affiliation: _____

Family Members

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Name: _____ Phone No: _____

Relationship: _____

Personal Advisors and Contacts

Insurance Agent: _____ Company: _____

Phone No: _____ Type: _____

Insurance Agent: _____ Company: _____

Phone No: _____ Type: _____

Attorney: _____ Company: _____

Phone No: _____ Specialty: _____

Trust Attorney: _____ Company: _____

Phone No: _____ Specialty: _____

Physician: _____ Phone No: _____

Specialty: (Family, endocrinology) _____

Physician: _____ Phone No: _____

Specialty: (Family, endocrinology) _____

Physician: _____ Phone No: _____

Specialty: (Family, endocrinology) _____

Financial Advisor: _____ Company: _____

Phone No: _____ Type: (broker) _____

Clergy: _____ Church: _____

Phone No: _____ Affiliation: _____

Other: _____ Phone No: _____

Other: _____ Phone No: _____

Other: _____ Phone No: _____

Other: _____ Phone No: _____

Other: _____ Phone No: _____

General Categories

Category	Description	Location No
Banking	Account Statements, Cancelled Checks, Safe Deposit Keys, Account Numbers, CD's	_____
Children	Adoption Records, Child Support, Custody Records, Day Care Information, Schools, Vaccinations	_____
Credit & Loans	Credit Reports, Credit Card Statements, Debts you owe/owed to you, Loan Documents	_____
Employment	List of current and prior Employers. If accrued Benefits (i.e. Pension Benefits, Death Benefits, Retirement Benefits), Pay Stubs, Pension Benefits, Survivor Benefits	_____
Estate Planning	Trust Documents, Wills, Power of Attorney, Medical Directives	_____
Funeral Records	Cemetery Plot, Funeral Preferences	_____
Insurance	Auto, Homeowner, Boat Insurance, Payment Records, Claims, Disability Records, Health, Home Content Policies and Photos, Property Damage Records	_____
Investments	Annuities, Brokerage & Mutual Fund Statements, Business Interests, Dividend & Capital Gains, Personal Financial Records, IRAs, Limited Partnerships, Prospectuses	_____
Major Assets	Asset List, Appraisals, Antiques, Warranties, Coin or Other Collections, Fur Coats, Jewelry	_____
Medical Records	Test Results, Diagnosis Records, Vaccinations	_____
Personal Advisors	Accountant, Attorneys, Physicians, Bankers	_____
Personal - Important	Address Book, Birth & Death Certificates, Divorce Decrees, Living Will, Military Discharge, Marriage Certificates, Naturalization Papers, Passports, Social Security Card	_____
Residence	Property Deeds, Home Improvements, Leases, Mortgage Records and Statements	_____
Tax Records	Alimony Records, Mileage Logs, Payment Records, Charitable Gifts, Professional Dues, Expenses, Fees, Home Office, Interest Records, Moving Expenses	_____
Vehicles	Car, Boat, RV Titles, Drivers License Records, Registrations, Owners Manuals, Traffic Tickets	_____

Itemized Documents

Item	General Category	Location No	Notes or Special Instructions
Accident Reports	Insurance	_____	
Adoption Records	Children	_____	
Accountant	Personal Advisors	_____	
Address Book	Personal - Important	_____	
Alimony Records	Tax Records	_____	
Annuities	Investments	_____	
Antiques	Major Assets	_____	
Appliances - Receipts	Major Assets	_____	
Appliances - Warranties	Major Assets	_____	
Appliances - Contracts	Major Assets	_____	
Appraisals	Major Assets	_____	
Assets - List & Statements	Major Assets	_____	
Attorney	Personal Advisors	_____	
Auto Insurance	Insurance	_____	
Auto Loans	Credit & Loans	_____	
Auto Mileage Logs	Tax Records	_____	
Automobile Title	Vehicles	_____	
Bank Accounts - Statements	Banking	_____	
Bills of Sale	Major Assets	_____	
Birth Certificate(s)	Personal - Important	_____	
Boat Insurance	Insurance	_____	
Boat Records	Vehicles	_____	
Brokerage Statements	Investments	_____	
Business Interests	Investments	_____	
Canceled Checks - General	Banking	_____	
Canceled Checks - Insurance	Insurance	_____	
Canceled Checks - Taxes	Taxes	_____	
Casualty Losses	Insurance	_____	
Certificate of Deposit (CD)	Banking	_____	
Cemetery Plot	Funeral Records	_____	
Charitable Gifts	Tax Records	_____	
Checking Acct. Statements	Banking	_____	

Itemized Documents (Continued)

Item	General Category	Location No	Notes or Special Instructions
Child Support Info	Children	_____	
Claims - Insurance	Insurance	_____	
Coin Collection	Major Assets	_____	
Collections - Other	Major Assets	_____	
Confirmations - From Broker	Investments	_____	
CPA	Personal Advisors	_____	
Credit Card - List	Credit & Loans	_____	
Credit Card Statements	Credit & Loans	_____	
Credit Reports	Credit & Loans	_____	
Credit Union Papers	Banking	_____	
Custody Agreements	Children	_____	
Day Care Records	Children	_____	
Death Benefits	Employment	_____	
Debts Owed (to you)	Personal - Important	_____	
Debts You Owe	Credit & Loans	_____	
Deeds (Property)	Residences	_____	
Disability Insurance	Insurance	_____	
Divorce Decree	Personal - Important	_____	
Doctors	Personal Advisors	_____	
Dues - Prof. or Union	Tax Records	_____	
Employee Benefits Desc.	Employment	_____	
Employers - List	Employment	_____	
Equipment - Warranties	Major Assets	_____	
Expenses	Tax Records	_____	
Fees - Deductible	Tax Records	_____	
Financial Statements - Personal	Investments	_____	
Forms - Tax	Tax Records	_____	
Funeral Arrangements	Funeral Records	_____	
Furs	Major Assets	_____	
Gifts - Taxable	Tax Records	_____	
Health Insurance	Insurance	_____	
Home - Content List or Photos	Insurance	_____	

Itemized Documents (Continued)

Item	General Category	Location No	Notes or Special Instructions
Home Office	Tax Records	_____	
Home Improvements	Residence	_____	
Inherited Property	Residence	_____	
Interest Records	Tax Records	_____	
IRA(s)	Investments	_____	
Jewelry	Major Assets	_____	
K-1 Forms	Tax Records	_____	
Safe Deposit Box Keys	Banking	_____	
Lawyers	Personal Advisors	_____	
Lease(s) - Residential	Residential	_____	
License - Driver's	Vehicles	_____	
Life Insurance Policies	Insurance	_____	
Limited Partnership Documents	Investments	_____	
Living Will	Personal-Important	_____	
Loans	Credit and Loans	_____	
Maintenance Record - Appliances	Major Assets	_____	
Marriage Certificate	Personal-Important	_____	
Medical Receipts	Medical Records	_____	
Mileage Logs	Tax Records	_____	
Military Discharge	Personal-Important	_____	
Mortgage Records	Residence	_____	
Mortgage Statements	Residence	_____	
Moving Expenses	Tax Records	_____	
Mutual Funds	Investments	_____	
Naturalization Papers	Personal-Important	_____	
Owner's Manuals	Major Assets or vehicles	_____	
Partnership Statements	Banking	_____	
Passports	Personal - Important	_____	
Pay Stubs	Employment	_____	
Pets	Personal - Important	_____	
Pension Benefits	Employment	_____	
Photos - Family	Personal - Important	_____	

Itemized Documents (Continued)

Item	General Category	Location No	Notes or Special Instructions
Photos - Contents of Home	Insurance	_____	
Property Damage	Insurance	_____	
Prospectuses	Investments	_____	
Real Estate Taxes	Residence	_____	
Registration	Vehicles	_____	
Rent - Properties	Residence	_____	
Residential Closing Documents	Residence	_____	
Retirement Accounts	Investments	_____	
Safe Deposit Boxes	Banking	_____	
Savings Accounts	Banking	_____	
Schools Attended	Children	_____	
Social Security Records	Personal - Important	_____	
Stock Certificates	Investments	_____	
Survivors' Benefits	Employment	_____	
Tax Returns & Forms	Tax Records	_____	
Traffic Tickets	Vehicles	_____	
Title - Vehicles	Vehicles	_____	
Travel Expenses	Tax Records	_____	
Trust Documents	Estate Planning	_____	
Unemployment Compensation	Employment	_____	
Vacation Home	Residences	_____	
W-2 Forms	Tax Records	_____	
Warranties	Major Assets	_____	
Wills	Estate Planning	_____	



A D V A N C E
C A P I T A L
m a n a g e m e n t

Southfield, Michigan

One Towne Square
Suite 444
Southfield, MI 48076
(800) 345-4783

Grand Rapids, Michigan

2959 Lucerne Drive
Suite 210
Grand Rapids, MI 49546
(800) 444-1053

Lisle, Illinois

4225 Naperville Road
Suite 160
Lisle, IL 60532
(800) 327-3770

Independence, Ohio

6100 Oak Tree Boulevard
Suite 200
Independence, OH 44131
(800) 457-4304

St. Louis, Missouri

10016 Office Center Avenue
Suite 102
St. Louis, MO 63128
(314) 729-7660