



Axis Financial
Lisa Gabriel, CFP®, ChFC®
Senior Vice President
3235 Pinafore Drive
Durham, NC 27705
314-458-5305
919-213-0458
lisa.gabriel@axiusfinancial.com
www.axiusfinancial.com

Personal Document Locator

Prepared for:
Amber Rupinta

Personal Document Locator

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

Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	

Tax Preparer

Name	Firm Name
Address	City, State, ZIP
Phone Number(s)	

Insurance Agent

Name	Company Name
Address	City, State, ZIP
Phone Number(s)	

Financial Advisor

Name	Company Name
Address	City, State, ZIP
Phone Number(s)	

Part B continued -- Online Accounts		
Website Address (URL)	Username	Password
Notes		

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					



Axius Financial
Lisa Gabriel, CFP®, ChFC®
Senior Vice President
3235 Pinafore Drive
Durham, NC 27705
314-458-5305
919-213-0458
lisa.gabriel@axiusfinancial.com
www.axiusfinancial.com

IMPORTANT DISCLOSURES

Registered Representative, Securities offered through Cambridge Investment Research, Inc., a Broker/Dealer, Member FINRA/SIPC. Investment Advisor Representative, Cambridge Investment Research Advisors, Inc., a Registered Investment Advisor. Cambridge and AXIUS Financial are not affiliated. Broadridge Investor Communication Solutions, Inc. does not provide investment, tax, or legal advice. The information presented here is not specific to any individual's personal circumstances.

To the extent that this material concerns tax matters, 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.

These materials are provided for general information and educational purposes based upon publicly available information from sources believed to be reliable—we cannot assure the accuracy or completeness of these materials. The information in these materials may change at any time and without notice.

