

## **Keep a Home File**

The purpose of a home file is to maximize the efficiency of your financial records. It does not need to be elaborate or expensive, but it should be simple, convenient and organized. A good suggestion is a fire-safe box.

You may wish to begin your file with large envelopes or file folders that indicate the contents. As your financial affairs become more complex, you may want to purchase a file drawer.

### **The following information should be in your home file:**

- Information on credit cards, debit cards, checking accounts, savings accounts, other savings investments, and copies of contracts
- Copies of insurance policies
- Information on home mortgages, land and other property, including burial plots
- Information on motor vehicles, driver's licenses
- Copies of birth, marriage, death, divorce, and citizenship papers
- Copy of will, last instructions and safe deposit box keys
- Tax records of last six years
- Records of pension plans, education, health records, and employment
- Current household inventory; list everything you own, what the cost is, and approximately how old it is. Add pictures or a video of rooms/major items, and keep all receipts.
- Copies of all warranties and guarantees
- List of financial advisors
- Annual net worth statement