

EPIC CAPITAL WEALTH MANAGEMENT



Epic Capital presents: Life's Important Documents

Many people struggle every time they open their mail. Is this important? Do I need to keep this, or should I just throw it away? Although most reading this are far from being considered a “hoarder”, we’ve seen that most of us keep too many paper documents or we keep them much longer than we need to. In reality, many of these documents can simply be thrown out or shredded. Here’s a listing of what we consider to be “Life’s Important Documents” as well as how long you should retain each:

***Documents to retain for 3-Years**

- Loans after they are satisfied
 - Mortgage
 - Home Equity Line
 - Car Loan Papers
 - Securities Loans
 - Promissory Notes
 - Rental & Lease Agreements
- Household Repair Receipts
- Receipts for large ticket items such as electronic equipment and household appliances
- Health Records
- Warranties

***Documents to retain for 7-Years**

- Brokerage Account Statement
- Investment Statements
- 529 College Savings Account Statements
- IRA Statements
- Annuity Statements
- Transaction Confirmations

- Payroll Records
- Employee Records
- Credit Card Statement - Year End Summary's
- Checking Account Statements
- Checkbooks
- Canceled Checks
- Savings Account Statements
- Credit Union/Money Market Statements
- CD Statements
- Debit Card Statements
- Online Bill Pay Information
- Prenuptial Agreement – after divorce is final
- Income Tax Records (and back-up for previous 3-years)

***Documents to retain ... Forever**

- Birth Certificates
- Marriage Certificates
- Death Certificates
- Citizenship Papers
- Property & Casualty Policy

- Social Security Card
- Adoption Papers
- Divorce/Separation Papers
- Military Service Documents
- Real Estate Deeds
- Appraisal of Household Valuables
- Federal and State Gift Tax Returns
- Property Tax Records
- Company Benefits
 - Stock Options
 - Pension Benefits
- Deferred Compensation Agreements
- Beneficiary Forms
- Annuity Policies
- Burial Instructions
- Letters of Instruction
- Long Term Care Policy
- Life Insurance Policies
- Group Life Policies

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Epic Capital Wealth Management | Where Experienced Advice Meets Actionable Ideas

Securities and Financial Planning Offered Through LPL Financial a Registered Investment Advisor, Member FINRA/SIPC.

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*** Documents to Retain ... Forever**

- Mortgage Insurance Records
- Health & Accident Insurance Cards and Claim Records
- Travel Insurance Policy
- Veterans Administration Insurance Policy
- Trust Documents
 - Trustee Information
 - Personal Trusts
 - Family Trust
 - Charitable Trust

*** Keep ... Until Updated**

- Last Will & Testament
- Durable Power of Attorney
- Medical Directives

*** Keep ... Until Expired**

- *Driver's License*
- *Passport*

*** Keep ... Until Sold**

- Motor Vehicle Titles

Other Things to Consider When Organizing Your Finances

Having an organized approach to financial records keeping can remove much of the stress associated with living in an increasingly complicated world. As children, parents, spouses, partners, investors, citizens and employees, we all play many roles, each with a trail of paper attached. Many experts suggest keeping a hanging-file system where you can easily pull old documents out, and insert newer documents. To further that, many recommend a short-term file and a long-term file. Longer-term files go toward the back, and the document types that are retained for shorter periods of time can be placed toward the front. At Epic Capital, we highly recommend a large fire resistant floor safe, and many of these can accommodate a file system. In fact, many higher-end safes have these file systems already built-in.

Keeping all of your financial documents well organized and in one place can award you great comfort. Furthering that thought, having all of your documents in one place can save an insurmountable amount of time for your loved ones should you become unable to manage your finances, or should you pass away. We provide each of our clients with a very comprehensive **Financial Organizer** and we highly recommend that this be kept in a safe or at least in a very safe place. We strive to keep our clients financial lives simplified and organized, so that they can spend their time enjoying life's finer offerings. **ECWM**