

Better *Safe* Than Sorry

What's Inside?

What to keep in your safe deposit box:

- Lease Agreements
- Birth Certificates
- Employee Benefit Records
- Jewelry
- Tax Records
- Insurance Policies
- Loan Documents
- Marriage Licenses
- Property Deeds
- Rare Coins and Stamps
- Stock Certificates
- Savings Bonds
- Trust Document
- Certificates of Deposit



Safe-deposit boxes offer protection for items difficult or impossible to replace. They provide great peace of mind, but are not guaranteed.

In October of 2004, a bank in Hong Kong accidentally destroyed over 80 safe-deposit boxes. Thousands of dollars in valued possessions, documents, jewelry and other items were destroyed. It may come as a surprise to you, but banks are only liable if you can prove they were negligent or failed to use reasonable care to prevent the loss. Contents of safe-deposit boxes are not FDIC insured.



To be sure you get the most protection, follow these tips:

Tips and Tricks

- Get insurance
 - 1) Homeowners policy may cover safe-deposit boxes
 - 2) Additional Coverage (endorsements & floaters)
- Discuss options with your insurance agent as coverage varies with location and circumstances
- Maintain an inventory of all the items in your safe deposit box
- Have the rental fees automatically withdrawn from your account to prevent complications
- Keep items in air-tight containers or zip-lock bags - this will protect from water damage

What's Not Inside:

- Anything you might need in an emergency
- "Power of Attorney" originals
- Medical care directives and funeral instructions
- Passports

Get Organized - Prioritize!

Many items you keep in a safe-deposit box will be in the form of documents. Knowing which of these to keep and for what length of time is highly useful information. Use the chart on the back of this page to organize your safe-keeping.

These are your most valued possessions. Make sure you take the time to treat them so.

What to Keep, Where to Store, When to Shred

IMPORTANT DOCUMENTS

	STORE IN ▼	SHRED AFTER ▼	GIVE COPIES TO ▼
1 Originals you rarely need:			
ADOPTION PAPERS	Bank safe-deposit box	Never discard	Executor, lawyer
CITIZENSHIP PAPERS	Bank safe-deposit box	Never discard	Executor
DIVORCE DECREE	Bank safe-deposit box	Never discard	Lawyer
LAWSUITS	Bank safe-deposit box	Never discard	Lawyer
HOUSEHOLD INVENTORY	Bank safe-deposit box	Never discard	Financial advisor
PHOTOS OF POSSESSIONS	Bank safe-deposit box	Never discard	Financial advisor
MILITARY DISCHARGE	Bank safe-deposit box	Never discard	Never discard
VETERAN'S PAPERS	Bank safe-deposit box	Never discard	Never discard
2 Originals you sometimes need:			
BIRTH CERTIFICATE	Fire and burglar-resistant safe at home	Never discard	
CEMETERY DEED	Fire and burglar-resistant safe at home	Never discard	Heir
REAL ESTATE DEEDS	Fire and burglar-resistant safe at home	Ten years after property is sold	
DEATH CERTIFICATES	Locked filing cabinet	Never discard	Executor
DIPLOMAS	Fire and burglar-resistant safe at home	Never discard	
GUARDIANSHIP ARRANGEMENTS	Fire and burglar-resistant safe at home	Never discard	Executor, guardian
HEALTH RECORDS	Fire and burglar-resistant safe at home	Never discard	Doctor
IMMUNIZATION RECORDS	Fire and burglar-resistant safe at home	Never discard	Doctor
MARRIAGE CERTIFICATES	Fire and burglar-resistant safe at home	Never discard	Executor
MEDICAL DIRECTIVE	Fire and burglar-resistant safe at home	New one signed	Doctor, heir
NATURALIZATION CERTIFICATION	Fire and burglar-resistant safe at home	Never discard	
3 Tax Documents			
BANK STATEMENTS	Locked filing cabinet	Seven years	
CANCELED CHECKS	Locked filing cabinet	Seven years	
CREDIT CARD STATEMENTS	Locked filing cabinet	Seven years	
HOME PURCHASE/IMPROVEMENT*	Locked filing cabinet	Seven years after home is sold	
TAX RETURN/SUPPORTING DOCUMENTS	Locked filing cabinet	Seven years after filing date	
FORM 8606	Locked filing cabinet	Seven years after IRA is liquidated	
*deeds, surveys, title policies, blueprints, loan papers, receipts, etc.			
4 Investment Documents			
ANNUITY CONTRACTS	Locked filing cabinet	Annuity paid out	Financial advisor
LOAN AGREEMENTS	Locked filing cabinet	Ten years after loan is repaid	
PENSION PLAN DOCUMENTS	Locked filing cabinet	Never discard	Financial advisor
REAL ESTATE PURCHASE/IMPROVEMENTS	Locked filing cabinet	Seven years after property is sold	
INVESTMENT ACCOUNT STATEMENTS	Locked filing cabinet	Seven years after last investment held in account is sold	