Using Your Business Owner's LifeFolio Checklist.

If you were to suddenly die, become disabled, or suffer a major illness, would you or your successor, family, or appointed representatives know whom to contact and where to find your most important business documents? Of course, we hope this never happens. But the New York Life Business Owner's LifeFolio Checklist makes being organized easy, so you can be fully prepared in the event that it does.

By completing this simple checklist, you'll have created a master index of all your key contacts, as well as the location of every vital business document. No more fumbling around to find state registrations, financial statements and tax returns, owner agreements, insurance and risk management records, banking and credit statements, investment and real estate documents, employee information, and qualified retirement plan papers.* Best of all, you'll have peace of mind knowing it's all recorded on one handy reference tool to share with your professional advisors, partners, or family members.

Business owner's name:

Title:

Phone number:

Business name:

Address:

City: State: Zip:

Date when business was established:

Form of business:

C corporation: Tax bracket ____ %	S corporation	LLC	Sole proprietorship
General partnership	Limited partnership	Other:	

If you have any questions or need help filling out your LifeFolio Checklist, please call your New York Life agent:

Name:

Phone number:

Date: / / Last updated: / /

* We suggest storing your business documents in a safe place, preferably in a locked, fireproof filing cabinet, safe deposit box, or safe, sharing access with a business partner, family member, or trusted advisor.

NEW YORK LIFE

Key contacts	Office phone	Cell phone
New York Life Insurance agent Name:		
CPA/accountant Name:		
Attorney/law firm Name:		
Registered agent Name:		
Other financial institutions Names:		

State registration required documents	Location
If corporation, corporate book Articles of incorporation	
Bylaws	
Corporate minutes	
Stock certificates	
If LLC, LLC book Articles of organization	
Bylaws	
Minutes	
Membership certificates	
If limited partnership	
Certificate of limited partnership	

Financial and tax reporting	Location
Financial statements	
Balance sheet	
Income statement	
Statement of cash flows	
Statement of owner's equity	
Accounting records Accounts receivable	
Accounts payable	
Current liabilities	
Current assets	
Depreciation and amortization	
Schedule of all assets	

Financial and tax reporting (continued)	Location
Tax returns	
Federal income tax	
State and local income tax	
Property tax	
Payroll tax	
Sales and use tax	

Owner agreements/emergency papers	Location
If corporation, corporate book	
Shareholder agreement for corporation	
Partnership agreement for partnerships	
Operating agreement if LLC	
Buy-sell agreements	
Employment and noncompete agreements	
Split-dollar agreements	
Letter of instruction from owner to designated employee	

General items	Location
Business licenses	
Safe and combination	
Safe deposit boxes and keys	
Intellectual property—patents, copyrights, trade secrets	

Insurance and risk management	Location
Group policies	
Life insurance policy documents on key employees	
Life insurance policy documents on owners	
Property and casualty policies	
Liability policies	
Pending litigation	

Bank and credit documents	Location
Appraisals	
Asset lists	
Certificates of deposit	
Checks and checking or money market account statements	
Loans outstanding	
Mortgage documents	
Motor vehicle title papers	

Bank and credit documents (continued)	
Promissory notes owned	
Savings accounts	
Financial and investment documents	**Location**
Brokers' statements	
Mutual fund account statements	
Stock certificates not held in an account	
Statements showing cost basis in securities owned	
Real estate deeds	
Rental and/or lease agreements	
Employee-related items	**Location**
List of key executives and salaries	
List of rank-and-file employees	
List of independent contractors	
Deferred compensation agreements	
Executive bonus agreements	
Split-dollar agreements	
Qualified plans	**Location**
Retirement plans	
Third-party agreements	

We're always here to help.

Once your business documents are safely filed and recorded, it may be time to analyze or reassess the financial and insurance needs of your business. As your New York Life agent, I am always available to discuss your objectives and recommend specific solutions based on your individual circumstances and goals. I can help make sure you have the tools you'll need to help you manage your risk as a business owner and maximize benefits for you and your employees. Let's meet to learn how we can help you achieve an even higher level of success.

The preceding information has been provided for informational purposes only. New York Life does not provide legal, tax, or accounting advice. Please contact your own advisors.

New York Life Insurance Company

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