



# IMPORTANT INFORMATION CHECKLIST

(personal • financial • estate documents)

## CONTACTS

### **Personal**

1\_Who To Contact First

2\_Close Family and Friends

3\_Employer or Important Professional Contacts

4\_All Others (where phone numbers, addresses, email are located)

### **Services**

Financial Accountant / Tax Preparer

Financial Advisors (e.g., investments, stockbroker)

Health Professionals (doctors, dentists, specialists)

Legal (e.g., attorneys)

## FINANCIAL

### **Accounts**

Banks (e.g., checking, savings, CDs, credit union, automatic authorizations)

Bills (Hulu, PayPal, etc.)

Credit and Debit Cards (incl. automatic authorizations)

Investments (e.g., retirement funds, stocks, bonds, mutual funds, certificates, pension, profit sharing)

Memberships (e.g., subscriptions, publications, gym, AAA, RV park, timeshare)

Utilities (e.g., gas, electric, water, cable)

### **Income**

Monthly Income Sources (e.g., alimony employment, pension, social security, veteran)

Other Income Sources (e.g., expected inheritances, royalties, trust fund)

### **Loans**

Loans to be Returned from Others (personal financial and personal possessions)

Loans/Payments (e.g., alimony, mortgages, bank, home, student, leases, vehicles, co-signed)

### **Other**

Check Credit Rating (understand your credit rating and determine any unaware open accounts.)

Legacy Gifts or Planned Giving Options

Refunds Due

### **Taxes**

Taxes: Federal and State (incl. estimated taxes)

Taxes: Property (incl. estimated taxes)



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<b>INSURANCE</b>	
	<b>Health</b>
	Insurance: Health Services (e.g., medical, prescription, dental, vision)
	Insurance: Long-Term Care
	<b>Other</b>
	Insurance: Annuities
	Insurance: Disability
	Insurance: Life
	Insurance: Supplemental
	Insurance: Travel
	Insurance: Umbrella
	<b>Pets</b>
	Insurance: Pets
	<b>Property</b>
	Insurance: Property (e.g., homeowners, renters, flood)
	Insurance: Vehicles
<b>LEGAL</b>	
	<b>Estate Planning</b>
	1_Trust Documents (e.g., revocable living trust)
	2_Certification of Trust
	3_Wills (only original document is legally binding)
	4_Power of Attorneys (e.g., general, financial, health, mental health)
	Cemetery/Funeral Home Pre-Paid Fees (documentation and contracts)
	Do Not Resuscitate Pre-hospital Form (DNR)
	Letter of Intent (instructions, requests and important personal and financial information that doesn't belong in your will)
	Living Will, Advanced Health Care Directives
	Organ Donation
	<b>Other</b>
	Agreements/Contracts (e.g., divorce, child custody)
	<b>Personal</b>
	Certificates/Records (e.g., birth, adoption, marriage, death)
	Citizenship, Naturalization, Immigration Documents



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## PERSONAL

### **Health**

Health Care Facilities (e.g., hospitals, clinics, hospice, palliative, nursing home)

Health Care Products

Medical History, Records and Test Results

Medications and Pharmacy

### **Information**

Accounts w/ Points (e.g., hotels, airlines, car, restaurants)

Children (schools, child care, important information)

Items for Family distribution

Memberships in Organizations (e.g., fraternal, military, religious, union)

### **Pets**

Pet Details (e.g., names, details, photos)

Pet Placement (Arrange care or new home)

Pet Information (e.g., microchip vet)

### **Secure Location**

Account Information (document all account information, service numbers, websites, passwords. Keep in a secure area where your Agent can close and settle these accounts)

Location for Files (hard copy and electronic)

Social Media and Digital Assets (e.g, computer hard drive, digital photos, information stored in the cloud, and online accounts such as Facebook, Yahoo, Google and Twitter. Be sure to include a list of your passwords.)

### **Home**

Hidden Items (e.g., money, jewelry)

Home Inventory (e.g., photos/video, appraisals)

Keys Located

Landlord and/or People Who Care For Your Home

Personal Safe

Safe Deposit Box (e.g., location, key, bank, content list)

Security Systems

Thermostats, Wi-Fi (if electronic)

Weapons/Firearms Details (e.g., concealed carry weapons permit, serial numbers)



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## **Identification**

Driver's License/State ID cards

Legal Name

Mother's Maiden Name

Social Security (SSN) - (see Monthly Income Sources)

Travel IDs (e.g., passport, global entry, nexus)

Veteran (identification, service record, discharge, separation notice) - (see Monthly Income Sources)

Voter Registration

## **PROFESSIONAL**

### **Information**

Employer Details (e.g., agreements, contracts, insurance, pension, contact information)

Personal Business Details (e.g., business structure, licenses, agreements, contracts, memberships, employees)

## **PROPERTY**

### **Information**

Off-Site Storage (e.g., personal, vehicles)

Property: Description (e.g., deed, title, appraisal, land survey)

Property: Information (e.g., home, land, address, property IDs, association name, dues, agreements, contracts.)

Vehicle: Description (e.g., title, registration)

Vehicle: Information (e.g., auto, boat, plane, recreational)