

Document Checklist

Personal Information

Name:	
Address:	
Date of Birth:	
Telephone Number(s):	
Home:	() _____
Cell:	() _____
Work:	() _____
Pager:	() _____
Place of Employment: Employer Address:	
Social Security Number:	
Spouse's Name:	
Spouse's Telephone Number(s):	
Cell:	() _____
Work:	() _____
Pager:	() _____

Family Information

Child's Name:	
Telephone Number(s):	
Home:	() _____
Cell:	() _____
Work:	() _____
Pager:	() _____
Address:	
Child's Name:	

<u>Addresses & telephone numbers of:</u>	
Attorney:	Your name (516) 829-1234
CPA:	_____ (
Life insurance agent:	_____ (
Property & Casualty Insurance Agent:) _____ (
) _____ (
) _____ (
Social Security Card	(identify location)
Passport	(identify location)
Birth Certificate	(identify location)
Citizenship (naturalization) papers	(identify location)
Driver's License number and expiration date	(identify location)
Adoption papers	(identify location)
Marriage certificate	(identify location)
Pre-nuptial agreements	(identify location)
Divorce or separation papers	(identify location)
Safe and combination	(identify who has combination)
Safe deposit box(es) and key(s)	(identify location)

Investment documents- documents needed for the transfer of ownership per Last Will & Testament and through beneficiary designations

Brokerage account statements	(identify location)
Mutual Fund Statements	(identify location)
Individual retirement plan statements	(identify location)
Company retirement plan statements	(identify location)
Other company benefits (e.g. deferred compensation)	(identify location)
Stock certificates not held in an account	(identify location)

<u>Telephone Number(s):</u>	
Home:	() _____
Cell:	() _____
Work:	() _____
Pager:	() _____
Address:	
Child's Name:	
<u>Telephone Number(s):</u>	
Home:	() _____
Cell:	() _____
Work:	() _____
Pager:	() _____
Address:	
Child's Name:	
<u>Telephone Number(s):</u>	
Home:	() _____
Cell:	() _____
Work:	() _____
Pager:	() _____
Address:	

Emergency Papers or Information

General Items- documents that should always be readily available.

Bearer bonds not held in an account	(identify location)
Alternative investment documents (including K-1s)	(identify location)
Investment club documents/records	(identify location)
529 college savings plan statements	(identify location)
On-line securities transaction information	(identify location)
Beneficiary forms for IRAs, 401(k)s, or other benefit plans	(identify location)
Documents showing cost basis of securities owned or sold	(identify location)

Insurance and Annuity- documents needed to settle claims.

Life insurance policy documents	(identify location)
Group life policies	(identify location)
Health and accident insurance ID cards & claim records	(identify location)
Long Term Care insurance policy	(identify location)
Variable annuity or fixed annuity statements/ documents	(identify location)
Mortgage insurance policy	(identify location)
Travel insurance policy	(identify location)
Property & casualty policy documents	(identify location)
Veterans administration insurance papers	(identify location)
Beneficiary forms for insurance and annuity policies	(identify location)

Financial Personal Documents- documents needed to settle debts and transfer ownership per Last Will & Testament

Appraisal or inventory of valuable items	(identify location)
Buy/sell or partnership agreements	(identify location)
Deferred compensation agreement documents	(identify location)

Federal/state gift tax returns	(identify location)
Prior years' income tax returns	(identify location)
Motor vehicle title papers	(identify location)
Lawsuit or documents pending on legal actions	(identify location)
Promissory notes (debts owed)	(identify location)
Loans outstanding (money owed)	(identify location)
Mortgage documents	(identify location)
Medical bills, prescription plan card/records	(identify location)
Property and school tax records	(identify location)
Real estate deeds, other titles of ownership	(identify location)
Rental and/or lease agreements	(identify location)
Trust documents/agreements	(identify location)

Bank/Credit Documents- documents needed to settle outstanding credit accounts and free up necessary cash to settle the affairs of an estate.

Checking or money market account statements	(identify location)
Checks (checking or money market)	(identify location)
Passbook savings accounts	(identify location)
Credit cards and account statements	(identify location)
Credit union account books or statements	(identify location)

Bank Account Information

1. Bank Name:	
Location:	
Account Number:	Amount:
2. Bank Name:	
Location:	
Account Number:	Amount:

3. Bank Name:	
Location:	
Account Number:	Amount:
4. Bank Name:	
Location:	
Account Number:	Amount:
5. Bank Name:	
Location:	
Account Number:	Amount:
6. Bank Name:	
Location:	
Account Number:	Amount:

The items below may be needed when someone becomes seriously ill.

Living Will/Health Care Proxy	(identify location and date)
Durable Power of Attorney The right of survivorship-assets held in this manner are not subject to probate (unless both parties are deceased); instead, the survivor simply provides evidence of death to the appropriate financial institutions so that title may be changed.	(identify location and date)
Financial institution's propriety Power of Attorney forms- some financial institutions may refuse to accept a standard Power of Attorney	(identify location and date)