

## Document Checklist

Gather important documents and information and store them in a secure place. Be sure those who need access know where to find them. Have duplicates of anything you carry with you &/or have digital copies in an easily accessible place.

### □ IDs

- Social Security card
- Health insurance cards (Medicare, Secondary, Prescription) – front and back copied
- Passport, Driver's License, State Issued ID, NYC ID – maintain 2 photo IDs up to date

### □ Vital Records

- Birth certificates, baptismal certificates or adoption decrees
- Proof of citizenship or naturalization
- Marriage certificate
- Divorce decree
- Family death certificates
- Military papers & Veteran's Administration benefits information
- Passports/travel documents
- Family history and Curriculum Vitae/resume

### □ Will, Healthcare Proxy, Living Will, Power of Attorney, Trust Documents

- Confirm they are up to date and include successors for each proxy, agent or trustee
- List of names and addresses of anyone mentioned in documents
- Family tree

### □ Insurance policies

- Property insurance
- Umbrella/excess liability insurance/art and jewelry riders
- Auto insurance
- Long-term care insurance
- Catastrophic insurance
- Travel insurance
- Life insurance (confirm beneficiaries are listed and up to date)

### □ Home

- Property ownership deeds and debts/mortgage documents
- Lease, letter from landlord, utility bills
- Maintenance instructions/security system contact



- ❑ **Bank accounts and Safe deposit boxes** (are they needed and who has access?)
- ❑ **Credit cards**
- ❑ **Investment accounts and/or individual security certificates**
- ❑ **Pensions and annuities** (confirm beneficiaries are listed and up to date)
- ❑ **Income and expenses**
  - Sources of income and how/where received – copies of recent benefits letters
  - List of recurring expenses and how paid – by check/credit card; automatic/manual
- ❑ **Tax Returns**
  - Most current tax returns for use as reference
  - Delineate your process of collecting documents, recording deductions and submitting to accountant.
- ❑ **Online access information** (keep up to date)
  - User IDs/passwords/security questions and answers
  - Several options for receiving 2-Factor Authentication codes
- ❑ **Medical records**
  - List of doctors and your preferred labs (frequency of visits; last visit; purpose)
  - History of medical issues
  - Known reactions to medications
  - Current prescriptions – dosage; when taken; purpose; prescribing doctor
  - Supplements – dosage; when taken; purpose; is there a prescribing doctor?
- ❑ **Funeral arrangements**
  - Burial wishes, funeral/memorial wishes
  - Cemetery and burial plot documents and contact
  - Religious observance/clergy contacts
  - Prepaid funeral - funeral expenses maintained in an interest-bearing funeral trust
  - Appointment of Agent to Control Disposition of Remains form executed
  - Information needed for a death certificate: date and location of birth, mother's maiden name and father's name, all previous names, occupation & industry.
- ❑ **Important contacts** (include: name, company, phone number, email address)
  - Attorney(s)
  - Accountant
  - Investment Advisor(s)
  - Banker(s)
  - Insurance broker(s)
  - Family and friends
  - Pet care – veterinarian, groomer, boarding/day care, dog walker

**ALSO:** Post a short list of emergency contacts somewhere easily visible