

Document Checklist

Gather important documents and information, including duplicates of anything you carry with you. Store them in a secure place and notify those who need access where to find them.

Personal Records

- Driver's License or State ID – maintain two up-to-date photo IDs
- Birth certificate, or adoption decree
- Passports/travel documents
- Social Security card
- Proof of citizenship or naturalization
- Marriage certificate
- Divorce decree
- Military papers (including honors and decorations)
- CV/Resume
- Family ancestry
- Religious affiliation and certificates

Insurance Records

- Health insurance policies and cards– copies of card fronts and backs
 - Primary health plan
 - Medicare
 - Supplementary plan
 - Prescription plan
 - Veteran's Administration benefits
- Life insurance
- Long-term care insurance
- Catastrophic insurance
- Homeowner's, renter's, or other property insurance
- Umbrella/Excess-liability insurance
- Art and jewelry riders
- Auto insurance
- Travel insurance

Financial Records

- Bank accounts, ATM cards, PINs
- Credit cards
- Investment accounts and/or individual security certificates
- Pensions and annuities
- Safe deposit boxes
- Income and expenses
 - Sources of income – how/where received, copies of recent award letters
 - Recurring expenses – amounts, due dates, payment methods
 - Past 3 years of Federal and State tax returns

Estate Records

- Will & Trust Agreements
- Healthcare Proxy
- Power of Attorney
- Funeral Arrangements
 - Funeral, memorial, burial, cremation wishes
 - Cemetery and burial plot/cremation information
 - Prepaid funeral contracts – final expenses funded in an interest-bearing funeral trust
 - Religious observance/clergy contacts

Home/Property Records

- Property ownership deeds
- Mortgage documents (first and any additional)
- Lease and landlord correspondence, if renting
- Utility bills
- Maintenance instructions
- Security system contact
- Renter information and leases, if landlord
- Auto and other vehicle registration(s) and certificate(s) of ownership
- Locations and proof of ownership for other assets (jewelry, artwork, intellectual property, etc.)

Family Records

- Family birth certificate(s) or adoption decree(s)
- Family death certificates
- Family ancestry/history
- Family religious affiliation(s) and certificates

Online Credentials

- Online accounts and profiles list
- Up-to-date user IDs/passwords
- Several options for receiving access credentials and activation codes
- Security questions and answers

Medical and Health Records

- Medical history and records
- List of doctors and therapists
- Current prescriptions – dosage and frequency
- Supplements – dosage and frequency

Professional and Family Contacts

- Attorney
- Accountant
- Investment advisor, stock broker
- Banker
- Insurance broker
- Family members
- Friends
- Child care
- Pet care

Eddy & Schein Group can help you collect and organize your important documents and information.

If you, or someone you know, could benefit from having a Personal Finance Manager, please contact Eddy & Schein Group for a free phone consultation.

Visit our [website](#) or call us: [New York 212-987-1427](#) or [California 917-881-7042](#)