McCulloch MCM Miller, PLLC
ELDER LAW | TRUSTS | ESTATE PLANNING

FAMILY DOCUMENTS CHECKLIST

This family documents checklist is a good starting point. Make any necessary additions and skip items that don't apply. You should make sure the items on the list are easy to find, ideally organized in a fireproof filing cabinet, home safe or online document vault. Complete the checklist: 1) listing locations and comments for each item and 2) send copies to your Trustee, the executor of your estate, Agents under your Durable Power of Attorney, Medical Power of Attorney and to key family members.

EMERGENCY PAPERS AND INFORMATION

- ☐ Organ donor/anatomical gift statement
- ☐ Burial instructions, cemetery plot, deed, prepaid cremation documents, preferences of funeral home, cremation or burial donations
- ☐ Key adviser and contact phone numbers, addresses
- ☐ Lawyer, stockbroker, financial planner, etc.
- ☐ Last will and testament
- ☐ Living will/health care proxy
- ☐ Military discharge papers and other records
- ☐ Powers of attorney/Durable Powers of Attorney
- ☐ Electronic Passwords
- ☐ Safe and combination
- ☐ Safe deposit box and keys

NONFINANCIAL PERSONAL PAPERS

- ☐ Adoption Papers
- ☐ Birth Certificate
- ☐ Citizenship or naturalization papers
- ☐ Divorce/separation papers
- ☐ Marriage certificate, prenuptial agreement
- ☐ Passport number and expiration date
- ☐ Social Security Card

INVESTMENT DOCUMENTS

- ☐ Annuity statements and policy documents
- ☐ Bearer bonds, for which coupons are clipped for redemption
- ☐ Brokerage account statements (include all IRAs, 401, etc.)
- ☐ Investment club agreement
- ☐ Retirement plan statements
- ☐ Stock certificates not held in account

FINANCIAL PERSONAL PAPERS

- ☐ Appraisal or inventory of valuables
- ☐ Automobile titles
- ☐ Buy/sell or partnership agreements
- ☐ Employer deferred compensation agreement documents
- ☐ Federal/state gift-tax and income returns tax returns from prior years
- ☐ Lawsuit or legal-actions pending documents
- ☐ Loans outstanding or debts owed to you (promissory notes)
- ☐ Mortgage documents
- ☐ Prescription plan card/records
- ☐ Property tax and school tax records
- ☐ Real estate deeds, other titles of ownership
- ☐ Rental or lease agreements
- ☐ Trust agreements

BANK AND CREDIT ACCOUNTS

- ☐ Bank and credit union account statements and books, statements for individual retirement accounts,401k, etc.
- ☐ Checks from checking or money market accounts
- ☐ Credit cards, account statements
- ☐ U.S. Savings Bonds

INSURANCE DOCUMENTS

- ☐ Group life and retirement policies (booklets, certificates)
- ☐ Health and accident insurance ID cards and claim records
- ☐ Life insurance policy documents
- ☐ Mortgage insurance policy
- ☐ Property and casualty policy documents (homeowners, auto, boat, etc)
- ☐ Travel insurance policies
- ☐ Veterans administration insurance papers