

CHECKLIST FOR LEGAL DOCUMENTS AND FINANCIAL STATEMENTS

Review the list of important documents below. Check whether you have the document, whether you need to get the document. Collect the documents you have and obtain the ones you still need.

Once you have all of these documents together, make a copy of all your documents. Important information is often printed on the backs of the documents, be sure to copy both sides.

It is recommended that you keep important documents and copies in a fire-proof, water-tight box. It is also suggested that you make a second copy, whether electronically or paper copies, and store off site or with a family member or friend. In addition to your documents, you may want to add some cash to security box for emergencies.

If you have an attorney, you may also want to provide them with copies of your documents in a sealed envelope to be opened with your approval, or in the event you become incapacitated.

IMPORTANT LEGAL DOCUMENTS

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|---|-----------------------------------|
| 1. Birth Certificate(s)/Adoption Papers | 1. have ____ need ____ Date ____ |
| 2. Marriage License | 2. have ____ need ____ Date ____ |
| 3. Divorce Papers | 3. have ____ need ____ Date ____ |
| 4. Social Security Card(s) | 4. have ____ need ____ Date ____ |
| 5. Passport/Green Card | 5. have ____ need ____ Date ____ |
| 6. Naturalization Documents | 6. have ____ need ____ Date ____ |
| 7. Will | 7. have ____ need ____ Date ____ |
| 8. Power(s) of Attorney (personal/property) | 8. have ____ need ____ Date ____ |
| 9. Mortgage or Real Estate Deeds of Trust | 9. have ____ need ____ Date ____ |
| 10. Vehicle Registration/Ownership Papers | 10. have ____ need ____ Date ____ |
| 11. ID/Driver's License | 11. have ____ need ____ Date ____ |

TAX STATEMENTS

- | | |
|--|-----------------------------------|
| 12. Previous Year's Tax Returns | 12. have ____ need ____ Date ____ |
| 13. Property Tax Statement | 13. have ____ need ____ Date ____ |
| 14. Personal Property Tax (i.e. Car Tax) | 14. have ____ need ____ Date ____ |

FINANCIAL ACCOUNTS

- | | |
|----------------------------------|-----------------------------------|
| 15. Bank/Credit Union Statements | 15. have ____ need ____ Date ____ |
| 16. Credit/Debit Card Statements | 16. have ____ need ____ Date ____ |

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|--|-----------------------------------|
| 17. Retirement Accounts (401K, TSP, IRA) | 17. have ____ need ____ Date ____ |
| 18. Investment Accounts (Stocks, Mutual Funds) | 18. have ____ need ____ Date ____ |
| 19. Other _____ | 19. have ____ need ____ Date ____ |

SOURCES OF INCOME/ASSETS

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|---|-----------------------------------|
| 20. Recent Pay Stubs for All Sources of Income | 20. have ____ need ____ Date ____ |
| 21. Government Benefits
(e.g. Social Security, Temporary Assistance for Needy Families, Veterans') | 21. have ____ need ____ Date ____ |
| 22. Alimony Income | 22. have ____ need ____ Date ____ |
| 23. Child Support Income | 23. have ____ need ____ Date ____ |
| 24. Professional Appraisals of Personal Property | 24. have ____ need ____ Date ____ |
| 25. RewardsAccounts
(FrequentFlyerPrograms, Hotel Rewards) | 25. have ____ need ____ Date ____ |
| 26. Other _____ | 26. have ____ need ____ Date ____ |

FINANCIAL OBLIGATIONS

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|--|-----------------------------------|
| 27. Mortgage Statement | 27. have ____ need ____ Date ____ |
| 28. Lease | 28. have ____ need ____ Date ____ |
| 29. Utility Bills (Electric, Water, Gas) | 29. have ____ need ____ Date ____ |
| 30. Car Payment | 30. have ____ need ____ Date ____ |
| 31. Student Loan | 31. have ____ need ____ Date ____ |
| 32. Alimony Payments | 32. have ____ need ____ Date ____ |
| 33. Child Support Payments | 33. have ____ need ____ Date ____ |
| 34. Elder Care Facilities | 34. have ____ need ____ Date ____ |
| 35. Other Debt _____ | 35. have ____ need ____ Date ____ |

TAX STATEMENTS

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|------------------------|-----------------------------------|
| 36. Property Insurance | 36. have ____ need ____ Date ____ |
| 37. Rental Insurance | 37. have ____ need ____ Date ____ |
| 38. Auto Insurance | 38. have ____ need ____ Date ____ |
| 39. Life Insurance | 39. have ____ need ____ Date ____ |
| 40. Other _____ | 40. have ____ need ____ Date ____ |

MEDICAL

- | | |
|---------------------------------------|-----------------------------------|
| 41. Health Insurance ID Card(s) | 41. have ____ need ____ Date ____ |
| 42. Record of Immunizations/Allergies | 42. have ____ need ____ Date ____ |
| 43. List of Necessary Medications | 43. have ____ need ____ Date ____ |
| 44. Disabilities Documentation | 44. have ____ need ____ Date ____ |

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|---|--------------------------------------|
| 45. Living Will | 45. have _____ need _____ Date _____ |
| 46. Dental Records/Child Identity Cards/DNA Swabs | 46. have _____ need _____ Date _____ |
| 47. Other _____ | 47. have _____ need _____ Date _____ |

MILITARY

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|-------------------------------|--------------------------------------|
| 48. Current Military ID | 48. have _____ need _____ Date _____ |
| 49. Military Discharge DD 214 | 49. have _____ need _____ Date _____ |
| 50. Other _____ | 50. have _____ need _____ Date _____ |

Important Phone Numbers

- Family Phone Number #1 _____
- Family Phone Number #2 _____
- Family Phone Number #3 _____
- Family Phone Number #4 _____
- Family Phone Number #5 _____
- Family Phone Number #6 _____
- Police Department _____
- Fire Department _____
- Ambulance _____
- Poison Control Center _____
- Animal Control _____
- Family Doctor _____
- Neighbors Name _____
- Neighbors Phone _____
- Friend/Relative Name _____
- Friend/Relative Name _____
- Other _____
- Other Number _____
- Credit Card #1 _____
- Credit Card #2 _____
- Credit Card #3 _____
- Credit Card #4 _____
- Credit Card #5 _____
- Credit Card #6 _____
- Insurance _____
- Lawyer _____
- _____
- _____

Online Passwords

Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____
Name _____	PW _____

Additional Notes

If you are a small business owner, you should make sure that you safeguard your business finances as well, backup computer files routinely, keep original critical documents in an off-site safety deposit box and keep copies in a secure fireproof and waterproof container on site.