

FAMILY FINANCIAL PREPAREDNESS CHECKLIST

1 Location of Information and Passwords

- Safety Deposit Box
- Safe (Physical documents, keys of vehicles or properties)
- Password manager program (such as LastPass, Keeper, phone password)

2 Advisors & Personal Representative(s)

- Who are your professional advisors? Provide contact information for your wealth manager/investment advisor, attorney, CPA/tax planner, estate planner, insurance agent(s), and any other advisors.
- Who are your executors, trustee(s), co-trustee(s), successor trustee(s), and anyone who holds durable power of attorney (DPOA), etc.?
- Is there a guardian named for minor children and/or children or other relatives with special needs? If so, do they know they are named in the documents?
- Who will care for domestic pets and/or livestock if applicable?

3 Documents

- Where are your legal documents located? (including wills, trust documents, powers of attorney, advance medical directives or living wills, etc.) Provide locations for physical executed copies as well as digital copies.
- Have you completed an advance directive to spell out your wishes for end-of-life palliative care, organ donation, and burial? Make sure families know the location of a physical or digital copy.

4 Insurance and Other Benefits

- Identify all insurance providers and policies:
 - Life, property, medical, dental, vision, long-term care, disability, etc. – URLs, account numbers, usernames and passwords, beneficiary information, how to find claim forms, and who to contact with questions.
 - Identify any other policies and benefits such as pet insurance, identity protection, supplemental medical insurance, hospital care insurance, etc.

Family Financial Preparedness Checklist (continued)

5 Assets and Liabilities

- Identify all bank/financial institutions where assets are held:
 - Share bank URLs, usernames, passwords, titling information, and beneficiaries.
 - Include investment accounts (IRAs, taxable, trust, retirement), deferred compensation plan accounts, pension accounts, Social Security, etc.
 - Insurance policies
- Identify all real assets: residence, vacation property/second residence, rental property and other real estate, business interests, vehicles, artwork, valuable personal property/collectibles.
 - Provide access to physical keys, usernames & passwords, account numbers
 - How are assets titled? Are they included in your will and/or estate plan?
 - Information about utility providers and payment
 - Contact information for renters/property managers
 - Location of deed(s) for properties, titles for vehicles, and any other titled assets
- Detail liabilities with payment information:
 - Mortgages, vehicle loans, credit cards, other debt

6 Income and Expenses

- What are your sources of income (include rental properties, annuities, pension funds, Social Security benefits, etc.) and details on how to collect them?
- An outline of your monthly household expenses: mortgage, utilities, credit card payments, other loan payments, etc., along with information on providers and making payments. Detail which are critical and which are optional.

