

ESTATE INFORMATION PACKET CHECKLIST:

Making Sure Your Affairs Are in Order

Assembling an Estate Information Packet can bring you peace of mind and eliminate stress for your loved ones. Use this Word document as a guide. Click on the box to check off or handwrite it. The important thing is that you get it done.

Date Estate Information Packet was last updated

Personal and family information

- My full legal name
- My address and phone numbers
- Social Security number
- Date and location of birth

Birth certificate

- Location of original birth certificate
- Exact name on birth certificate

Adoption

- Location of adoption records
- Brief summary of adoption

Citizenship

- Location of citizenship records
- Location of naturalization records
- Brief summary of citizenship history

Marriages, divorces

- Names of current and past spouse(s)
- Dates of marriage
- Date of divorce
- Location of marriage certificate
- Location of divorce records

Names

- List of all prior names, legal or otherwise
- Any other nicknames you have gone by, or any that might appear on documents or legal papers
- Prior names from marriages
- Dates of any name changes
- Name changes of children
- Parents' names (include mother's maiden name)
- Spouse's name, address and phone numbers
- Children's names, addresses and phone numbers

Key contacts

Accountants (if applicable)

- Names, addresses, phone numbers
- Description of services used

Attorneys (if applicable)

- Names, addresses, phone numbers
- Description of services used
- List of important documents drawn by attorney
- List of original documents in attorney's possession
- List and location of legal documents that are not included in this packet



Executor Name, address and phone numbers (if applicable) **Person authorized to direct disposition of my remains** (applies only to service members; needs to match DD Form 93) **Physicians** Names, addresses, phone numbers
 Brief description of services provided**Legal documents**

 "Do not resuscitate" order **Last will and testament** Location of original document
 Location of copies
 Preparer of document
 Date latest version was signed
 Details about any addendums **Living will** Location of original document
 Location of copies
 Preparer of document
 Date latest version was signed
 Brief summary of important document details **Power of attorney** Location of original document
 Location of copies
 Preparer of document
 Date latest version was signed
 Brief summary of important document details
 Type (general, durable, financial)**Insurance policies**

 Annuity insurance policies Insurance company name, phone number
 Insurance agent name, phone number
 Policy account number
 Brief description of policy details (values, purchase date, face value)
 Location of original policy papers
 Name of benefactor **Automobile insurance** Insurance company name, phone number
 Insurance agent name, phone number
 Policy account number
 Location of original policy papers **Business insurance** Insurance company name, phone number
 Insurance agent name, phone number
 Policy account number
 Location of original policy papers **Disability insurance** Insurance company name, phone number
 Insurance agent name, phone number
 Policy account number
 Brief description of policy details (waiting period, monthly benefits, term)
 Location of original policy papers **Homeowners insurance** Insurance company name, phone number
 Insurance agent name, phone number
 Policy account number
 Location of original policy papers

Long-term care insurance

- Insurance company name, phone number
- Insurance agent name, phone number
- Policy account number
- Brief description of policy details
- Location of original policy papers

 Medical insurance in addition to TRICARE

- Company name, phone number
- Insurance agent name, phone number
- Group number, policy number
- Location of original policy papers

 Supplemental medical insurance

- Company name, phone number
- Insurance agent name, phone number
- Policy account number
- Location of original policy papers

 Term life insurance (in addition to Servicemembers Group Life Insurance)

- Insurance company name, phone number
- Insurance agent name, phone number
- Policy account number
- Policy value
- Location of original policy papers
- Name of benefactor

 Umbrella insurance

- Insurance company name, phone number
- Insurance agent name, phone number
- Policy account number
- Location of original policy papers

Accounts, assets and liabilities

 Automobiles

- Location of original title

- Exact name(s) on title
- Vehicle identification number and license plate information
- Location of maintenance records
- Location of registration

 Businesses

- Location of businesses
- Contact information for key partners or employees
- Contact information for accountant
- Location of important business paperwork
- Name of trusted person to oversee or advise business operations during any transition
- Your desires for the future of the business

 Checking and savings accounts

- Bank name, branch name, address, phone number
- Account numbers
- Account types
- Date each account was opened
- Name(s) on each account
- Location of statements and blank checks

 Computers

- Description of important documents or information on each computer
- Log-on names and passwords, or where password list is kept
- List of accounts you access and pay online, with account numbers and access information
- List of auto-pay items, with account numbers and access information
- List of people who have access to each computer
- List of computers that contain family or personal photographs



- Locations of any backup disks, tapes and drives
- List of computers that contain sensitive information you wouldn't want accessed if computers are given away

Credit Lines

- Lending institution name, address, phone number
- Account numbers
- Exact name(s) on account
- Location of paperwork

Creditors and liabilities

- Utility companies (electricity, gas, water, sewer, garbage)
- Cable TV
- Internet
- Credit cards
- Home mortgage
- Commercial loans
- Loans from family or friends
- Lines of credit
- Physician, dentist and other health care providers
- Insurance companies

Home mortgage

- Current mortgage company name (where payments go), address, phone number
- Account number
- Exact name(s) on account
- Location of paperwork for financing loan
- Location of paperwork for monthly payments

Home ownership

- Location of deed, title, mortgage satisfaction proof

- How home is titled (sole ownership, joint tenancy, joint tenancy with right of survivorship, tenancy in common, etc.)
- Exact name(s) on title or deed
- Property tax information

Investment accounts

- Name of financial institution
- Broker name, address, phone number
- Account numbers
- Account types
- Date each account was opened
- Location of account paperwork
- Location of statements
- Brief description of account and its use

Loans

- Lending institution name, address, phone number
- Account numbers
- Exact name(s) on account
- Location of paperwork
- Brief description of each loan (original date, amount, terms)

Real estate

- List of real estate holdings, rental properties and timeshares
- Location of records
- Names of any brokers, partners, corporations and other important contacts

Safe

- Location of safe
- Detailed description of contents, including list of important documents
- How to access contents
- List of people who know how to access contents



Safe deposit box

- Name of institution, address and phone number
- Box number
- Location of key
- Names of authorized co-signers
- Detailed description of contents, including list of important documents

Important paperwork

 List of family heirlooms

- Description and history of each item
- My desires about what should happen to each item

 Memberships

- AAA number
- Contact names and phone numbers
- List of unions, book and record clubs, service organizations, fraternal organizations, professional groups and boards

 Military service

- Location of military records, including discharge papers
- Brief description of service
- Brief description of any ongoing benefits
- Ranks, awards

 Miscellaneous

- Retail store memberships, ID numbers and phone numbers
- Subscription information
- Tax ID numbers

 Passport

- Location of current passport

 Pension plan

- Location of pension plan records

- Brief description of benefits

 Social Security

- Location of any Social Security records
- Social Security number
- Exact name on Social Security account

 Tax returns

- Location of past tax returns
- Name of tax preparer

 Veterans benefits

- Location of Veterans Affairs records

 Voter registration

- Location of card
- Local voter registration office address and phone number

My final wishes

- Desires for guardianship of my children** (if applicable)

- Desires for pet care** (if applicable)

- Funeral and burial** (consider storing a copy of this section with your last will and testament, or in a location where it will be quickly and easily found)

- Burial instructions
- Burial location

Preferences for funeral service

- Officiate
- Music
- Poems, readings
- Speakers
- Pallbearers

- Desires for organ or body donation (consider noting on ID card and driver's license)



Preference for casketed or cremated remains; if cremated, preference of ground burial or inurnment in a columbarium (niche)

List of people who should be notified upon my death, and personal contacts

Location of address book

Obituary

Write out basic information found in most obituaries

- Full name, including nickname
- Birth date and place
- Parents' full names
- Siblings' full names
- Marriages
- Education
- Designations, awards, recognitions
- Employment
- Places of residence
- Survived by (list spouse, children, grandchildren, siblings, others)
- Memorial funds or donation suggestions

List of places to publish obituary

- Local newspaper
- Hometown newspaper
- Professional organization newsletter

Religious contacts

Names, phone number

