

Portfolio Management, LLC

Building Wealth Wisely

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Get Your Financial Affairs Organized

Information Your Loved Ones Might Need Some Day

I. Introduction

The trauma of the death or incapacitation of a loved one is an overwhelmingly emotional event that often interferes with sound and logical judgment. If you take the time to accumulate the information below, it will one day be of immense value and comfort to your loved ones. Try to get your loved ones involved in this effort; or at a minimum introduce them to your professional advisors so they will be more comfortable dealing with your advisors when the time comes.

II. Information your loved ones might need some day

A. Personal information

- social security number
- copy of your birth certificate and location of the original
- your children's names, phone numbers and e-mail addresses
- your minister's name and phone number
- your siblings' names and phone numbers
- location of keys and safe combinations
- computer passwords
- copy of your discharge papers and location of the original
- copy of divorce decrees and any qualified domestic relations order
- compile information wanted in an obituary

B. Legal information and instructions

- copy of your will, codicils, and location of the original
- copy of your durable power of attorney and location of the original (verify with financial institutions that they will accept your power of attorney)
- letter of final instructions including a list of personal property and who you want to receive it.
- your attorney's name and phone number
- copy of any trust documents and location of the original
- original Power of Attorney for Health Care or Directive to Physicians
- copy of your Living Will
- persons to notify in case of my death
- funeral instructions
- original organ donor certificate and instructions
- location of prepaid funeral policies

C. Financial information

- list of all bank, credit union and saving account numbers and the phone numbers of the depositories
- name and phone number of your banker
- details of all safe deposit boxes including location of the keys

- location of your recent account statements and checkbooks
- list of credit cards with account numbers, phone numbers and location of recent statements
- location of stock and bond certificates
- list of all IRAs with account number, phone number and location of recent statements, and who to contact
- list of all annuities, retirement accounts and pensions with phone number, account number and who to contact
- stockbroker / financial planner name and phone number. Note your financial advisors need to know about the death of a loved one immediately so they can help prepare an inventory of date of death valued securities.
- accountant's name and phone number
- location of current tax information and your prior three income tax returns
- deceased spouse's name and social security number
- particulars of any loans receivables including debtors' names and phone numbers and location of relevant documents
- location of recent information regarding all debts
- copy of all gift tax returns, IRS Forms 709 that you have ever filed
- notify the Social Security Administration
- location of titles to vehicles and other titled assets
- copies of signature cards for financial accounts

D. Real estate owned

- location of all deed and related records
- names and phone numbers of leasing agents and renters
- location of all leases

E. Insurance

- insurance agents' names and phone numbers
- location of all life, disability and health insurance policies
- location of long-term care policies

F. Closely-held business ventures

- names and phone numbers of business partners
- location of financial statements and tax returns
- location of legal documents e.g. partnership agreements, articles of incorporation and bylaws and stock certificates

G. Important contracts –

- location of important contracts e.g., employment contracts and buy/sell agreements

H. For each IRA, retirement account, insurance policy, bank account, and brokerage account document, copy of forms documenting the named beneficiaries, if any.

III. Closing comments

A. For the computer literate, computerizing this information is a great way to go- and makes periodic updating very easy.

B. Information + Preparation = Consideration for Loved Ones.