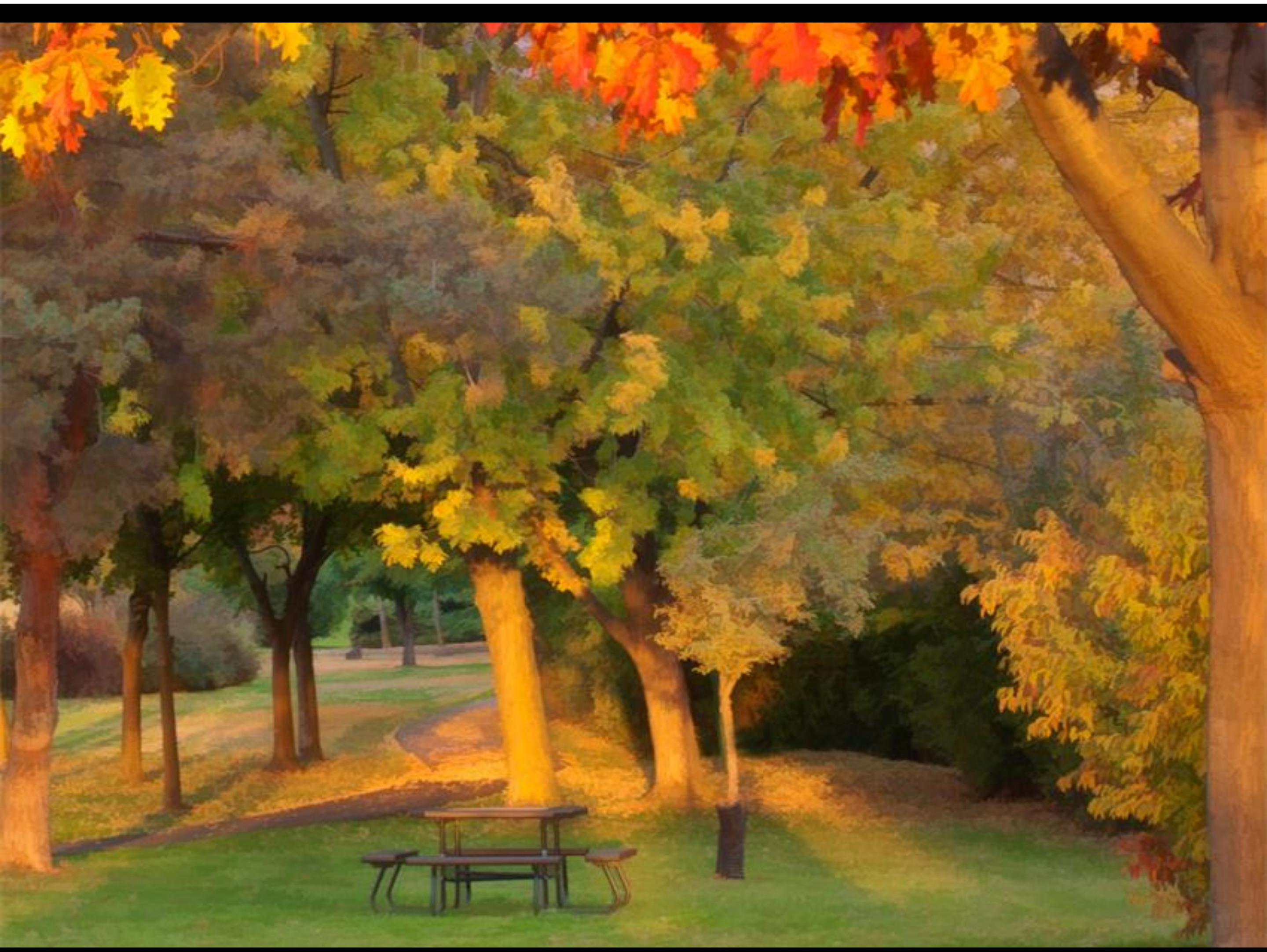
“Getting it in Writing”

A Personal Check List

One of the most thoughtful things you can do for your loved ones.



SCHRETTE & LEE
WEALTH MANAGEMENT

1407 16th Avenue
Lewiston, ID 83501
208-743-1943

Toll Free: 888-743-1943

1875 N Lakewood Dr., Ste. 102
Coeur d’Alene, ID 83814
208-664-6952

Name: ____

Address: ____

____

____

Important Contacts	Name	Phone Number
Financial Professional		
CPA/Accountant		
Insurance Agent		
Attorney		
Executor of Estate		

Notes:

Document	Location	Comment
GENERAL ITEMS		
Birth Certificate		
Social Security Card		
Passport/Citizenship (naturalization papers)		
Driver's License #, Expiration Date		
Adoption Papers		
Marriage Certificate		
Divorce or separation papers		
Safe deposit box (es) and keys		
Safe and combination		
INSURANCE DOCUMENTS		
Mortgage insurance policy		
Property and casualty policy documents		
Veterans administration insurance papers		
Beneficiary forms for insurance or annuity policies		
Extended Care/ Long Term Care Insurance policy		

Document	Location	Comment
INVESTMENT DOCUMENTS		
Brokerage Account Statements		
Mutual Fund Account Statements		
Annuity Account Statements		
Individual Retirement Plan Statements		
Company retirement plan statements		
Other company benefits (e.g. deferred compensation)		
Stock certificates not held in an account		
Bearer bonds not held in an account		
Alternative investment documents (including K-1's)		
Investment club documents/records		
529 College savings plan statements		
On-line securities access information		
Beneficiary Forms for IRAs, 401(k)s, or other		
Documents with cost basis of securities owned/sold		
Bank/Credit Documents		
Checking or money market account statements		
Checks		
Savings Accounts		
Credit Cards and account statements		
Bank Life insurance policy documents		
EMERGENCY DOCUMENTS		
Living Will / Health Care Proxy		
Durable Power of Attorney		
Financial Institutions' proprietary Power of Attorney (Some financial institutions may refuse to accept a standard Power of Attorney)		
PAPERWORK FOR FINAL ARRANGEMENTS		
Last Will and Testament		
Military discharge papers		
Burial instructions		
Cemetery Plot Deed		
Pre-paid cremation documents		
Funeral home preference and information		
Charitable donations preferences(s)		
Letter of instruction (if available) from the deceased to executor		
Death Certificate (# of accounts or titles of ownership of the deceased.		
Information for obituaries (resume/life story/biography, etc)		

Document	Location	Comment
Personal Financial Documents		
Appraisals for valuable items		
Inventory of valuable items		
Buy/sell or partnership agreements		
Deferred compensation agreements		
Federal/state gift-tax returns		
Prior years' tax return		
Motor vehicle title and/or registration papers		
Lawsuit or documents on pending legal actions		
Promissory notes		
Outstanding loans		
Mortgage documents		
Medical bills/records, prescription plan card		
Property and school tax records		
Real Estate deeds and/or other titles of ownership		
Rental and/or lease agreements		
Trust documents/agreements		

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