



Personal Financial Vault Checklist

General Documents

- Key contacts address and phone numbers
- Social Security card
- Birth certificates
- Marriage certificate
- Passport/Citizenship papers
- Driver's Licenses
- Adoption papers
- Appraisal or inventory for valued items
- Pre-nuptial agreement
- Divorce Decree and associated papers
- Military separation papers
- Safe combination
- Safe deposit box number list
- Location of safe deposit box keys and bank

Insurance Documents

- Life insurance policies
- Disability insurance policies
- Health insurance identification cards
- Travel insurance policy
- Property and Casualty policies
- Veteran's Administration insurance papers
- List of beneficiaries, including name, relationship, social security number, address and phone numbers

Tax Documents

- Federal and state tax returns
- Federal and state gift tax returns
- Deferred compensation agreements
- Pension plan
- Annuity distribution statements
- Promissory notes for debts owed

Legal Documents

- Trust documents
- Will, Durable Powers of Attorney for Financial and Health matters
- Real estate deeds and title documents
- Motor vehicle title
- Buy/Sell partnership agreement



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Investment Documents

- Annual brokerage account statements
- Annual retirement statements - Traditional IRA, Roth IRA, 401(k), 403(b), 457 accounts
- Stock certificates not held in an account
- Bearer bonds not held in an account
- Investment club documents
- Annual college account statements (529, Coverdell)
- Security cost basis
- List of beneficiaries by account, including name, relationship, social security number, address, phone numbers

Bank Documents

- Annual money market account statements
- Annual credit union statements
- List of credit cards, including account number, issuer and issuer's phone number
- List of loans outstanding, including creditor's name, contact information

Medical/Emergency Documents

- Living will or health care proxy
- Durable Powers of Attorney for financial and Health matters
- Prescription plan identification cards
- Last will and testament
- Last letter to Family
- Letter of instruction to executor/executrix
- Burial instructions
- Cemetery plot deed
- Pre-paid cremation or burial agreements
- Funeral home preference, including name and location
- Family death certificates