



This list represents a sample of important information we suggest organizing and keeping in an accessible location. As each person's situation is unique, your records may include additional documentation.

FINANCIAL RESOURCES

- Bank statements, safe deposit box lease, etc.
- Investment and retirement statements
- Health account statement (FSA, HSA, etc.)
- Social Security and pension statements
- Loans, lines of credit and credit card statements
- Prior year tax return with all documents

PROTECTION & INSURANCE

- Auto, homeowners/renters and umbrella
- Life Insurance, disability and long-term care
- Warranty and protection plans
- Inventory of personal property
- Medical, dental, vision and prescription(s)
- Medicare/health insurance cards
- Important personal health considerations

LEGAL DOCUMENTS

- Estate plan (will, power of attorney, trust, health-care power of attorney, living will, etc.)
- Beneficiary designations
- Final arrangements, burial deeds and plots
- Copy of birth certificate, passport, social security card, marriage certificate, divorce decree, prenuptial agreement, military discharge
- Real estate purchase, sale and improvements
- Vehicle title and registration

KEY CONTACTS

- Family contact _____
- Power of attorney _____
- Executor _____
- Banker _____
- Attorney _____
- Tax advisor _____
- Insurance agent _____
- Healthcare provider _____

BUSINESS OWNERS

- Documents: formation, operating, succession
- Financials: bank, loans/lines of credit, balance sheet, income statement, tax return, valuation
- Contracts: leases, real estate, services, buy-sell
- Insurance: business insurance, key person
- Key contacts: owners, investors, employees, vendors, suppliers, customers

HELPFUL TIPS

- AdviceWorks (client.adviceworks.net) provides a summary for your Heritage Wealth relationship and can link outside accounts
- Statements and insurance policies should be less than one year old
- Year-end statements are ideal for investment and retirement accounts
- Insurance documents should include declaration pages outlining coverages