



MemoryBanc®

The Award-Winning
System for Organizing Life

Important Documents Collection Checklist

We hope you will use this list and check boxes to note which items you have collected and cross off items that do not apply to you. Please note that many government and financial institutions will ask for color copies since they are more difficult to fake, and is the reason why “color copy” is noted on specific items.

± This symbol represents those accounts that may have online access, usernames, passcodes, PINs, and security questions that were established and should also be included with your account(s) documentation.

Personal Information and Identification Cards

- Names, social security numbers, and birthdates for spouse/partner, children, and account beneficiaries
- Birth certificate/naturalization documents color copy
- Social Security card/number/statements color copy
- Driver’s license color copy
- Military identification/service records DD-214 color copy
- Passport/Permanent Resident Card color copy
- Location of tax returns and IRS PIN account if implemented
- Marriage license/divorce /child custody documents
- Location of household inventory and appraisals
- Location of safe, combination and/or safe deposit box



Estate Plans

- Durable power of attorney
- Medical (Healthcare) power of attorney
- Will (location of original if that is required in your state)
- Trust
- Do-not-resuscitate order/living will
- Specific instructions regarding personal wishes, pets, and burial



Financial Accounts

- Income sources, pay cycles, contact information for payroll & benefits contact(s)
- Bank accounts and beneficiary details ±
- Retirement, investment, brokerage accounts and beneficiary details ±
- Stock certificates and savings bonds
- Home, auto, life, umbrella insurance policies – deductibles, what’s covered, who is covered, beneficiaries ±
- Real estate – ownership, location, and loan type, amount borrowed, interest rate, payment due dates/cycle ±
- Auto loans – title, location, amount borrowed, interest rate, payment due dates/cycle ±
- Other non-household asset details – appraisal, location, and inventory
- Other debts – type, amount borrowed, interest rate, payment due dates/cycle ±
- Credit freeze or identity theft account and access information
- Credit card accounts – account numbers/expiration/CCV, annual fees, limits, interest rate, and payment cycle ±
- Notice of final loan payments/release – zero balance statement, cancelled notice with original loan papers
- Utility accounts (power, gas, phone, cable, water, sewer) ±

To learn more about the products and services from MemoryBanc, visit www.MemoryBanc.com. Use this checklist, or hire our team help you get this information organized, so that you can easily find, or share it with loved ones should it be needed to help you.

Online Accounts & Computer Access

Document all those not previously included with the above account information. Note details of two-factor authentication email and mobile phone numbers if established.

- Lock screen passcodes and PINs for phones, tablets and computers
- Email accounts ±
- Social media accounts ±
- Online services ±
- Security questions, answers

Medical Information & History

- Copies of all health insurance plan cards (*front and back*)
- Health insurance plan accounts and memberships ±
- Long-term care insurance and/or active claims – deductibles, what's covered, who is covered ±
- Contact information for healthcare providers ±
- Healthcare directives ±
- Personal medical history ±
- List of current medications, prescriptions and dosage
- Family medical history
- Immunizations

Household Records

- Home services, contact information and visit details (*cleaning, lawn, sprinkler, meal, etc.*) ±
- Home appliances, warranty, service contact information and visit details
- Auto titles, loan details, Department of Motor Vehicles (DMV) account, E-ZPass account ±
- Service plan records, warranty, schedules, repair documentation, and preferred providers ±
- Documentation of purchase and any home or land improvements with receipts

Other Important Life Details

- Birthdays and other important dates
- Weekly schedule
- Social club and health memberships ±
- Frequent flyer, hotel, travel award programs ±
- Subscriptions ±
- Pets – care, immunizations, medications, services, ID, registration, ownership, and microchip information

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Business Owners

Document this information if you own a business

- Partnership and corporate operating agreements
- Customer list/key customers; Vendor contracts and vendor contacts ±
- Incorporation documents; Copyright/trademark records; Business insurance documents ±
- Intellectual property/non-compete agreements ±
- Contact information or location of accounting, personnel records, and succession plan, along with access instructions ±

About the Author: Kay H. Bransford is a Daily Money Manager, Financial Advocate and the best-selling author of *MemoryBanc: Your Workbook for Organizing Life*. After stepping-in to help her parents who had done what the estate lawyer, financial and insurance adviser recommend, Kay quickly found that the durable power of attorney was not always accepted, and the lack of information made a tough job even more complicated. Kay is a recognized expert in how to collect, manage, and organize personal information to that the owners can easily find it and loved ones have what they need to help should a crisis strike.

MemoryBanc is an agency of Daily Money Managers. We are insured and bonded and assist individuals and families in getting finances and information organized, as well as serve as power of attorney and trustee. Managing your daily finances can feel overwhelming -- it does not have to be. As your trusted partner and professional financial advocate, we worry about bills, taxes, cash flow, and your important documents so you don't have to.