



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

Documents and Information Checklist

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This checklist is meant to serve as a guide to help you identify the documents and information your power of attorney or personal representative will need to manage your legal and financial affairs. Read through this list and cross through anything that is not relevant to you.

Financial

- ☐ Bank accounts
- ☐ Budget
- ☐ Checkbook
- ☐ Credit report
- ☐ Documentation of debtors
- ☐ Expenses
- ☐ Income
- ☐ Loans and credit
- ☐ Medical co-payments
- ☐ Recurring monthly charges
- ☐ Taxes
- ☐ Utilities

Investments

- ☐ Brokerage account
- ☐ Mutual funds
- ☐ Retirement accounts/benefits/plans
- ☐ Savings/Treasury bonds
- ☐ Stock certificates

Retirement

- ☐ Defined contribution plans [401(k) plans, 403(b) plans, employee stock ownership plans, and profit-sharing plans]
- ☐ Government retirement benefit
- ☐ Individual retirement account (IRAs)
- ☐ Pension
- ☐ Social Security statement

Insurance

- ☐ Burial insurance
- ☐ Dental insurance
- ☐ Disability insurance
- ☐ Health insurance
- ☐ Homeowner's insurance
- ☐ Life insurance policies
- ☐ Medicaid
- ☐ Medicare
- ☐ Motor vehicle insurance
- ☐ Renter's insurance
- ☐ Tricare
- ☐ Umbrella insurance
- ☐ Vision insurance
- ☐ Warranties and service plans

Identification

- ☐ Adoption paperwork
- ☐ Birth certificate
- ☐ Citizenship/naturalization papers
- ☐ DD-214 (Military discharge papers)
- ☐ Conceal carry permit
- ☐ Divorce/separation papers
- ☐ Immigration
- ☐ Marriage license/certificate
- ☐ Passport
- ☐ Social Security card
- ☐ Tribal enrollment documentation

Property

- ☐ Appraisals (collections, antiques, jewelry, etc.)
- ☐ Bills of sale
- ☐ Business interests
- ☐ Cash
- ☐ Copyrights
- ☐ Home safe
- ☐ Household inventory
- ☐ Mineral rights
- ☐ Motor vehicle titles
- ☐ Non-titled valuables
- ☐ Patents
- ☐ Precious metals and jewelry
- ☐ Property abstract
- ☐ Real estate/property deeds
- ☐ Safe deposit box

Legal

- ☐ Business power of attorney
- ☐ Death certificates
- ☐ Easements/rights of way
- ☐ Financial power of attorney
- ☐ Guardianship/conservatorship
- ☐ Healthcare power of attorney
- ☐ Leases and rental agreements
- ☐ Legal appointments for others
- ☐ Post-nuptial agreement
- ☐ Pre-nuptial agreement
- ☐ Trust
- ☐ Will
- ☐ Other legal documents (e.g., criminal law)

Virtual Accounts and Security Codes

- ☐ Cell phone number
- ☐ Device type, manufacturer, and serial number
- ☐ Email accounts
- ☐ Organization
- ☐ Password
- ☐ Security codes
- ☐ Security questions
- ☐ URL/web address
- ☐ Username

Personal and Professional Contacts

- ☐ Business contacts
- ☐ Companies hired to perform services (e.g., plumber, veterinarian)
- ☐ Emergency contacts
- ☐ Employer
- ☐ Organizations and club membership
- ☐ Personal representative
- ☐ Power of attorney
- ☐ Volunteer obligations

Health Information

- ☐ Allergies
- ☐ Birth date
- ☐ Birth location
- ☐ Blood type
- ☐ Comfort One South Dakota (out of hospital do-not-resuscitate)
- ☐ Family medical history
- ☐ Foreign objects in the body (pacemaker, knee replacement, etc.)
- ☐ Health records
- ☐ Living will
- ☐ Medical directive (form varies by state; a doctor must complete)
 - ☐ Medical Orders for Life-Sustaining Treatment (MOLST)
 - ☐ Medical Order for Scope of Treatment (MOST)
 - ☐ Physician Orders for Life-Sustaining Treatment (POLST)
- ☐ Over-the-counter medications (name, dosage, and frequency)
- ☐ Prescription medications (name, dosage, and frequency)
- ☐ Personal medical history
- ☐ Service providers (primary care, pharmacist, vision and dental etc.)
- ☐ Vitamins (name, dosage, and frequency)

End of Life

- ☐ Burial arrangements
- ☐ Cemetery plots
- ☐ Cremation authorization form
- ☐ Funeral plans
- ☐ Letter of last instructions
- ☐ Obituary

Personal Information

- ☐ Awards and achievements
- ☐ Baptismal records
- ☐ Club/organization membership
- ☐ Diplomas
- ☐ Education records
- ☐ Employment records
- ☐ Family tree/history
- ☐ Military records (health records, disability rating, etc.)