



# Organize this! Financial, Health, and Legal Must Haves

## Documents and Information Inventory

**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**

Storage Location: \_\_\_\_\_

This checklist is meant to serve as an inventory of documents and information and where they are stored. Do not worry about crossing through items that are not relevant to you. This inventory focuses on what is in this box, folder, safe, etc. Be sure to include information you power of attorney or personal agent needs know about the storage location (e.g. address of safe deposit box).

### Financial

- Bank accounts
- Budget
- 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
- Homeowner's insurance
- Life insurance policies
- Medical/health insurance cards (Medicare, Tricare, etc.)
- Motor vehicle insurance
- Renter's insurance
- Umbrella insurance
- Vision insurance
- Warranties and service plans

### Identification

- Adoption paperwork
- Birth certificate
- Citizenship/naturalization papers
- DD-214 (Military discharge papers)
- Conceal carry permit
- Divorcee/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
- Property abstract
- Home safe
- Household inventory
- Mineral rights
- Motor vehicle titles
- Non-titled valuables
- Precious metals and jewelry
- Property abstract
- Patents
- 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 agreement
- Legal appointments for others
- Post-nuptial agreement
- Pre-nuptial agreement
- Trust
- Will
- Other legal documents (e.g., criminal law)

## Virtual Accounts and Security Codes

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

## Personal and Professional Contacts

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

## Health Information

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- Allergies
- Birth date
- Birth location
- Blood type
- Comfort one (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 Scope of Treatment (POLST)
- Medications and vitamins (name, dosage, and frequency)
- Personal medical history
- Service providers (primary care, pharmacist, etc.)

## End of Life

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

## Personal Information

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