



# Documents and Information Checklist

This checklist is meant to serve as a guide to help you identify the documents and information your fiduciaries will need to manage your medical, legal and financial affairs. Read through this list and cross through anything that is not relevant to you. This process can take time. Set a goal for when you want to finish the process and action steps to make progress.

## 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
- Divorcee/separation papers
- Immigration
- Marriage license/certificate
- Passport
- Social Security card
- Tribal enrollment documentation
- Union Membership

## Property

- Appraisals (collections, antiques, jewelry, etc.)
- Bills of sale
- Business interests
- Cash
- Copyrights
- Digital currency (e.g., Bitcoin, Ethereum, USDC, digital yuan)
- Home safe
- Home Owners Association
- 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
- General power of attorney
- Easements/rights of way
- Financial power of attorney
- Guardianship/conservatorship
- Healthcare power of attorney and/or living will
- 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

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- 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

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- Business contacts
- Emergency contacts
- Employer
- Fiduciaries
- Organizations and clubs
- Service providers (plumber, veterinarian, etc)
- Volunteer obligations

## Health Information

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- 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
- 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 and Supplements (name, dosage, and frequency)

## 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.)