



**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. You can fit this all in a 2-inch binder or scan and store in your preferred digital format.

Please note that many government and financial institutions will ask for color copies of items 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 Section

- Names, social security numbers, and birthdates for spouse/partner, children, and any 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/green card  color copy
- Location of tax returns (PINs implemented in 2021)
- Marriage license/divorce /child custody documents
- Location of household inventory and appraisals
- Location of safe, combination and/or safe deposit box
- Details of all credit freeze or identity theft services in use
- Durable power of attorney (*give a copy to the person(s) named*)
- Medical (Healthcare) power of attorney (*give a copy to the person(s) named*)
- Will (*many states require the original*)
- Trust (*give a copy to named and successor Trustee(s)*)
- Do-not-resuscitate order/living will
- Specific instructions regarding personal wishes, pets, and burial



### Financial Section

- Income sources and pay cycles
- Bank accounts ±
- Retirement, investment, and brokerage accounts ±
- Stock certificates and savings bonds
- Partnership and corporate operating agreements
- Home, auto, life, and umbrella insurance policies – deductibles, what's covered, who is covered ±
- Real estate – ownership, location, and loan type, amount borrowed, interest rate, payment due dates/cycle ±
- Auto loans – title, garaged, 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 – zero balance statement, cancelled notice with original loan papers
- Utility accounts (power, gas, phone, cable, water, sewer) ±

## Online Section

Document all those not previously included with the above account information.

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

## Medical Section

- 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 ±
- Important personal healthcare contacts
- Healthcare directives ±
- Personal medical history ±
- List of current medications, prescriptions and dosage
- Family medical history
- Immunizations

## Household Section

- 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 on any home or land improvements with receipts

## Other Section

- 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

± This symbol represents those accounts that may have online access, usernames, passcodes, PINs, and security questions that were provided and should also be included in the documentation.

### Small Business Owners

Add in these details if you own a business

- 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

**About the Author:** Kay H. Bransford is a Professional 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 wasn’t 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. *The Dr. Oz Show*, and *Huffington Post* are a few of the media outlets that have turned to Kay to understand, and educate families, caregivers, and retirees on why organizing your important information matters.

To learn more about the products and services from MemoryBanc, visit [www.MemoryBanc.com](http://www.MemoryBanc.com). You can do it yourself using the checklist, or hire our team help you get this information organized so that you can easily find it, or share it with loved ones should they need it to help you.