

# Your Financial Life

## [IN A BINDER]

A list of some of the most important items to keep track of and share with your family so that no one is left in the dark and unprepared.

### 1. Professionals in Your Life

Most of us have all our contacts in the cloud now, but a list of important professionals would be a huge help to your partner who doesn't remember the name of your estate attorney or whether you even have one. These are often some of the first people to call if something happens to one of you. Include people like:

- ☐ Financial advisor
- ☐ Tax preparer
- ☐ Insurance broker
- ☐ Estate attorney
- ☐ Service people who care for your home/cars

### 2. Bills & Expenses

Include all account numbers, contact info, and most importantly, a note on each as to how they are paid. An easy way to do this is to just print out a page from each provider and put in the binder, marking it with *"paid automatically each month with VISA x1234"* or *"paid manually online from checking."*

- ☐ Utilities: gas, electric, water, sewer, trash, cable, cell/home phones
- ☐ Recurring subscriptions: Netflix and similar, bridge toll account, Amazon Prime, newspapers, iTunes, Audible, gym membership... (a quick peek at your monthly credit card statements will make sure you don't miss any)
- ☐ Membership info: Costco, AAA, etc.
- ☐ Insurance premiums: since things like long term care or life policies will be voided if they are not paid on time, make sure to note when and how often the bill typically is due
- ☐ Property tax bills

### 3. Financial Information

Recent statements for every account you have, plus username and passwords to log in.

- ☐ Taxable investment ("brokerage") accounts
- ☐ Retirement accounts (including IRAs and 401ks, etc.)
- ☐ College savings plans
- ☐ Health savings accounts
- ☐ Annuity contracts
- ☐ Savings
- ☐ Checking

## Financial Information Continued

- ☐ Credit cards with monthly due dates
- ☐ Safe deposit box information as well as a key to get into it
- ☐ Social security benefits statements (<https://www.ssa.gov/myaccount/>)
- ☐ Pension benefit statements
- ☐ Recent pay stubs
- ☐ Business documents: profit sharing, partnership, stock option info, buy-sell agreement, etc.
- ☐ Loans: mortgage, home equity line of credit, business, auto, student, etc.

## 4. Important Documents

Make copies of theses for your binder:

- ☐ Driver's licenses
- ☐ Social security cards (or just keep the originals here since you should not carry them around with you)
- ☐ Credit cards, front and back
- ☐ Passports
- ☐ Birth/adoption/marriage/immigration documents
- ☐ Medical insurance card, front and back
- ☐ Car titles (I keep originals in a safe deposit box)
- ☐ Car registration paperwork
- ☐ Estate planning documents
  - ☐ Power of attorney
  - ☐ Advanced health care directive
  - ☐ Wills, trusts, and where to find original (with attorney, safe deposit box, etc)

## 5. Insurance Policies & Contracts

- ☐ Life
- ☐ Long term disability
- ☐ Long term care
- ☐ Medical
- ☐ Dental
- ☐ Vision
- ☐ Auto
- ☐ Home
- ☐ Personal umbrella
- ☐ Business policies
- ☐ A flash drive with an inventory of your belongings - all the photos of our stuff as well as where the same photos are located in the cloud, in case we need to file an insurance claim. Victims of recent California fires who had documented their homes and belongings had a much easier time collecting insurance than those who did not. *Pro tip: taking photos and/or videos of all your stuff is a bit of a pain and is a great task to hire out to your older child/teen.*