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# FAMILY DOCUMENT CHECKLIST

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This family documents checklist from JMA is a good starting point. Make any necessary additions and skip items that don't apply. You should make sure the items on the list are easy to find, ideally organized in a fireproof filing cabinet or home safe. JMA suggests you complete the checklist—listing locations and comments next to each item—and send copies to the executor of your estate and to key family members.

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## 1. EMERGENCY PAPERS AND INFORMATION

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- Medical treatment forms, organ donor/anatomical gift statement
- Burial instructions, cemetery plot deed, prepaid cremation documents, preferences of funeral home, cremation or burial, donations.
- Key advisor and contact phone numbers, addresses.
- Lawyer, stockbroker, financial planner, etc.
- Last will and testament.
- Living will/health care proxy.
- Military discharge papers and other records.
- Powers of attorney/durable powers of attorney.
- Safe and combination.
- Safe deposit box and keys.
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## 2. FINANCIAL PERSONAL PAPERS

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- Appraisal or inventory of valuables
- Automobile titles
- Buy/sell or partnership agreements
- Employer deferred compensation agreement documents
- Federal/state gift-tax returns
- Income-tax returns from prior 7 years
- Lawsuit or legal-actions-pending documents
- Loans outstanding or debts owed to you (promissory notes)
- Mortgage documents
- Prescription plan card/records
- Property tax and school tax records
- Real estate deeds, other titles of ownership
- Rental or lease agreements
- Trust agreements
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### 3. NONFINANCIAL PERSONAL PAPERS

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- Birth certificate/adoption papers
- Citizenship or naturalization papers
- Marriage certificate, prenuptial agreement
- Divorce/separation papers
- Driver's license number and expiration date
- Passport number and expiration date
- Social security card
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### 4. BANK AND CREDIT ACCOUNTS

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- Bank and credit union account statements and books, statements for individual retirement accounts, KEOGHs, etc.
- Checks from checking or money market accounts
- Credit cards, account statements
- U.S. savings bonds
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### 5. INVESTMENT DOCUMENTS

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- Annuity statements and policy documents
- Bearer bonds, for which coupons are clipped for redemption
- Brokerage account statements (Include IRAs, KEOGHs, etc.)
- Investment club agreement
- Retirement plan statements
- Stock certificates not held in an account
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### 6. INSURANCE DOCUMENTS

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- Group life and retirement policies (booklets, certificates)
- Health and accident insurance ID cards and claim records
- Life and travel insurance policy documents
- Mortgage insurance policy
- Property and casualty policy documents (homeowners, auto, boat, etc.)
- Veterans administration insurance papers
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