

## **PERSONAL AND FINANCIAL RECORD CHECKLIST**

This checklist is intended to help make life easier for those who will be managing your affairs and honoring your wishes. Collecting and documenting the following will help ensure that your information is readily available when needed.

### **PERSONAL RECORDS** (as applicable)

- Full legal name
- Social Security number
- Legal residence
- Date and place of birth
- Names and addresses of spouse and children
- Birth certificates
- Certificates of marriage, divorce, citizenship, and adoption
- Employers and dates of employment
- Education and military records
- Names and phone numbers of close friends, relatives, doctors, lawyers, and financial advisors
- Living will and other legal documents

### **FINANCIAL RECORDS** (as applicable)

- Sources of income and assets (pension from your employer, IRAs, 401(k)s, interest, etc.)
- Social Security and Medicare/Medicaid information
- Insurance information (life, health, long-term care, home, car) with policy numbers and agents' names and phone numbers
- Names of your financial institutions and account numbers (checking, savings, etc.)
- Investment income (stocks, bonds, property) and stockbrokers' names and phone numbers
- Copy of most recent income tax return
- Location of most up-to-date Will with an original signature
- Liabilities, including property tax—what is owed, to whom, and when payments are due
- Mortgages and debts—how and when they are paid
- Location of original deed of trust for home
- Car title and registration
- Credit and debit card names and numbers
- Location of safe deposit box, post office box, storage unit, and keys

### **LEGAL DOCUMENTS**

- Will
- Trust
- Power of Attorney
- Advance Directive

## **TIPS TO CONSIDER**

- Put your important papers and copies of legal documents in one place.
- Tell a trusted family member or friend where you put all your important papers.
- You may want to talk with a lawyer about drafting legal documents that support your wishes.

## **DUPONT COMMUNITY CREDIT UNION**

Speak with a DCCU representative to:

- Ensure DCCU account information is accurate
- Complete or update beneficiary forms
- Review and update safe deposit box information
- Discuss investment accounts through Member Investment Services

This information is intended for informational purposes only and should not be considered legal advice provided by DuPont Community Credit Union. Please seek professional advice for your legal needs. Source: The National Institute on Aging, a division of the U.S. Department of Health & Human Services <https://www.nia.nih.gov/health/getting-your-affairs-order>