



MemoryBanc®

The Award-Winning
System for Organizing Life

Important Documents & Accounts Checklist

Use the check box to note which items you have collected. Cross off items that do not apply to you.

The following information is from *MemoryBanc: Your Workbook for Organizing Life*. This Amazon best-seller and Caregiver Award winner walks you through the collection and organization of the important information that surrounds our lives and will make our lives easier, and help those that would step in to help when we need it.

The Essentials

- Color copies of all identification and credit cards in wallet.
- Durable power of attorney
- Medical (Healthcare) power of attorney
- Single location of accounts, documents, and details (including passcodes)

Caregivers/Older Adults

- Will/trust
- Do-not-resuscitate order/living will
- Specific instructions regarding wishes, I, pets, and burial
- Instructions and access to safe deposit box or home safe



Personal Documents

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Birth certificate/naturalization documents | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Social Security card/number/statements | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Marriage license/divorce /child custody documents | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Driver's license | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Military identification/service records | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Passport/green card | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Other professional license numbers/educational transcripts | |

Financial Documents

- Income sources and pay cycles (confirm income reported on social security statements)
- Bank accounts ±
- Retirement, investment, and brokerage accounts ±
- Stock certificates
- Savings bonds
- Partnership and corporate operating agreements
- Life insurance and long-term care policies – deductibles, what's covered, who is covered ±
- Tax returns (ask your accountant how long you should keep your records)
- Other asset details – appraisal, location, and inventory
- Loans, debts, or mortgage accounts – type, amount borrowed, interest rate, payment due dates/cycle ±
- Credit card accounts – make copies and note annual fees, interest rate, and payment cycle ±
- Notice of final loan payments – zero balance statement, cancelled notice with original loan papers

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

- Security questions
- Email ±
- Social media accounts and online services ±

± 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.

Household

- Home, land, or cemetery deeds; Rental/lease agreements
- Home or rental insurance, personal property inventory, appraisals, and photographs
- Pets – care, immunizations, medications, services, ID, registration, ownership, and microchip information
- 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
- Utility accounts (power, gas, phone, cable, water, sewer) ±
- Other services (meals, cleaning, lawn, sprinkler) ±

Medical Documents

- Personal medical history ±
- Family medical history
- Doctor visits and outcome ±
- List of current prescriptions and dosage
- List of healthcare providers
- Medical insurance ±

Subscriptions & Memberships

- Social club and health memberships
- Frequent flyer, hotel, travel award programs
- Subscriptions ±

Important Details

- Birthdays and other important dates
- Schedule
- Pet Care

Important Contacts

- Financial advisor
- Attorney and estate lawyer
- Accountant/Tax preparer
- Insurance agent
- Personal representative/executor name
- Spiritual/clergy
- Realtor
- Personal contacts (friends, relatives, colleagues)

BONUS: Small Business Owners

- 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 instructions ±

± 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.

We are personal assistants for great living.

Every MemoryBanc client is unique and we offer a host of services to meet individual needs. We can help you collect and organize your important records as well as help with basic bill pay, mail sorting, home maintenance, fraud avoidance, and financial organization. We offer weekly and monthly visits and emergency back-up support for single adults. As a member of the American Association of Daily Money Managers (AADMM), we adhere to a strict code of ethics and are insured and bonded. We've got your back. Call us at 703.436.2827 to set up a free phone consultation to learn how we can help you.

