



## DOCUMENT CHECKLIST

### Personal Information

- Birth Certificates
- Marriage Certificates
- Death Certificates
- Adoption Certificates
- Passports
- Social Security Cards
- Driver's Licenses & IDs
- Veteran's Service Documents
- Divorce Documentation
- Name Change Documentation
- Visa & Nationalization Papers

### Estate Planning Documents

- Revocable Living Trust
- Last Will & Testament
- Healthcare Power of Attorney
- Financial Power of Attorney
- Life, LTC & Disability Insurance Policies
- Name, Address, & Telephone Number of Beneficiaries
- End-of-Life Arrangements
- Ownership Papers for Businesses
- Documentation for Other Significant Assets

### Asset Documentation

- Vehicle Registration & Title Certificates
- Location of Safe Deposit Boxes & Keys
- Location & Combinations for Safes
- Location of Storage Units
- Home, Vehicle & Umbrella Insurance Policies
- Pension, Profit-Sharing, or Other Retirement or Death Benefits
- Mutual Fund Statements
- Stock & Bond Certificates
- Other Investment Statements
- Bank Statements/Bank Books
- Deeds for Real Property
- Promissory Notes & Loans Owed to You
- Country Club, Yacht Club & Other Memberships
- Union, Fraternal & Trade Societies with Benefits
- Documentation for Any Other Significant Assets

### Liability Information

- Credit Card Statements
- Mortgages/Leases Statements
- Lines of Credit
- Vehicle Loan & Lease Statements
- Federal or State Taxes Owed
- Other Money Owed

### Tax Information

- Federal Income Tax Returns (Last 4 Years)
- State Income Tax Returns (Last 4 years)
- Internal Revenue Service Audit Documentation
- State Tax Board Audit Documentation
- Federal Gift Tax Returns
- State Gift Tax Returns
- Federal Fiduciary Returns
- State Fiduciary Returns
- Real Estate Tax Statements