



Peace of Mind Checklist

Organize your important documents for your loved ones to easily locate.



ENCORE FINANCIAL GROUP

Your goals, our mission.

Your Name:

Your Address:

If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.

| Important Contacts | Name | Phone Number |
|--|----------|----------------------|
| Financial Professional | | |
| CPA/Accountant | | |
| Insurance Agent | | |
| Attorney | | |
| Executor of Estate | | |
| Physician | | |
| Other: | | |
| Emergency Papers and/or Information | Location | |
| ✓ General Items | | |
| Birth Certificate | | |
| Social Security Card | | |
| Passport/Citizenship | | |
| Driver License | | |
| Adoption Papers | | |
| Marriage Certificate | | |
| Pre-nuptial Agreement | | |
| Divorce or Separation Papers | | |
| Safe and combination | | |
| Safe Deposit box(es)- keys and box number | | |
| Trust Documents/Agreements | | |
| Other: | | |
| Emergency Papers/Information | Location | Contact Name & Phone |
| ✓ Emergency Documents | | |
| List of Medications/Medical History | | |
| Advanced Medical Directive/Living Will | | |
| Durable Power of Attorney | | |
| Financial Institution's Proprietary Power of Attorney forms (Some financial institutions may refuse to accept a standard POA) | | |
| Other: | | |

| Emergency Papers/Information | Location | Account Number |
|---|----------|----------------|
| ✓ Investment Documents | | |
| Brokerage Account Statements | | |
| Mutual Fund Account Statements | | |
| Annuity Account Statements | | |
| IRA Plan Statements | | |
| Company Retirement Statements (401(k), etc.) | | |
| Other Company Benefits (i.e.-deferred compensation) | | |
| Stock Certificates Not Held in an Account | | |
| Bearer Bonds Not Held in an Account | | |
| Alternative Investment Documents | | |
| Investment Club Documents/Records | | |
| 529 College Savings Plan Statements | | |
| Online Securities Access Information | | |
| Beneficiary Forms for IRAs, 401(k)s, etc. | | |
| Documents Showing Cost Basis of Securities Owned or Sold | | |
| Other: | | |
| ✓ Insurance Documents | | |
| Mortgage Insurance Policy | | |
| Travel Insurance Policy | | |
| Property & Casualty Policy | | |
| Veterans Administration Insurance | | |
| Health Insurance Policy | | |
| Long-Term Care Insurance Policy | | |
| Disability Insurance Policy | | |
| Beneficiary Forms for Policies | | |
| Other: | | |
| ✓ Bank/Credit Documents | | |
| Checking Account Statements | | |
| Money Market Account Statements | | |
| Savings Accounts | | |
| Checks/Checkbook | | |
| Credit Union Account Statements | | |
| Life Insurance Policy Documents | | |
| Other: | | |

| Paperwork for Final Arrangements | Location |
|---|----------|
| ✓ Personal Financial Documents | |
| Appraisals for Valuable Items | |
| Inventory of Valuable Items | |
| Buy/Sell or Partnership Agreements | |
| Federal/State Gift-Tax Returns | |
| Prior Years' Tax Returns | |
| Motor Vehicles Titles and/or Registration | |
| Lawsuit or Pending Legal Actions | |
| Promissory Notes | |
| Outstanding Loans | |
| Mortgage Documents | |
| Medical Bills/Records, Prescription Card | |
| Property and School Tax Records | |
| Real Estate Deeds/Other Titles | |
| Rental and/or Lease Agreements | |

| Paperwork for Final Arrangements | Location | Contact Name & Phone |
|---|----------|----------------------|
| Last Will & Testament For ease of access, store in either a lawyer's will safe or a fireproof safe at home. | | |
| Military Discharge Papers Veterans receive a small stipend toward burial expenses. | | |
| Burial Instructions | | |
| Cemetery Plot Deed | | |
| Pre-paid Cremation Documents | | |
| Funeral Home Preference | | |
| Charitable Donation Preference | | |
| Letter of Instruction to Executor | | |
| County Surrogate Court The county court/clerk's office of residence oversees estate matters and probate. Executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc. | | |
| Information for Obituaries | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |

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