

CLIENT CHECKLIST



WHAT YOUR EXECUTOR* NEEDS TO KNOW

Having your financial information organized in an accessible way is crucial to help your executor do the work of settling your estate: taking inventory to send out notifications, making any distributions, filing your final taxes and paying off debts. It's a big job that can require months of work. Use this checklist to make that work easier.

IMPORTANT DOCUMENTS

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| Will | Personal loan notes, payable or receivable |
| Trust and estate plan documents, such as irrevocable trusts | Insurance policies or cards (life insurance, long-term care, auto, home) |
| Health care directive/living will/health care power of attorney | Death certificate |
| Instructions to access any safe deposit box or safe | Deeds/titles to property (home, car, boat, burial plots, etc.) |
| Bank statements | Divorce decree |
| Birth certificate | Marriage certificate and prenuptial/marital agreements |
| Retirement benefit statements (pension, profit-sharing, 401(k), IRA, group insurance, annuities) | Military discharge |
| Tax returns | Citizenship papers |
| Business documents such as LLC partnership agreements or stock certificates | Property tax records |
| | Social Security records |
| | Vehicle titles |

IMPORTANT PERSONAL INFORMATION

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| Names and contact information of closest immediate family, friends and beneficiaries, as well as extended family (including ex-spouses) and colleagues | Username and passwords for personal online accounts (including email and social media accounts) |
| Names and contact information of all lawyers, accountants, doctors, insurance agents and other professional service providers | Passwords to access computers, cell phones and other electronic devices |
| | Inventory of safe deposit box or safe |

*Includes executors, trustees or any other fiduciaries named to act on your behalf and in your best interests.

Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value.

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