GREAT WATERS
FINANCIAL
Live Greatly

Legacy Checklist

We created this Legacy Checklist to help you identify, locate, and organize the vital documents of your life or for a loved one. We encourage you to walk through it with the help of a close friend or family member. When you're done, share it with your family, financial advisor, attorney, accountant, and executor (if you have one), to give both you—and them—peace of mind.

If you would like help with this checklist, please let us know. Visit our contact page, or email us at info@mygreatwaters.com. Also, consult with your attorney and your certified public accountant regarding any additional legal or tax documentation.

Your Name:	
Your Address:	

✔	Important Contacts	Name	Phone Number
	Financial Professional		
	CPA/Accountant		
	Insurance Agent		
	Attorney		
	Executor of Estate		

✓	Emergency papers and/or Information	Location
	General Items	
	Birth Certificate	
	Social Security Card	
	Passport/Citizenship (naturalization papers)	
	Driver's License number and expiration date	
	Adoption papers	
	Marriage certificate	
	Pre-nuptial agreement	
	Divorce or separation papers	
	Safe deposit box(es) and keys	
	Safe and combination	
✓	**Investment Documents**	**Location**
	Brokerage account statements	
	Mutual fund account statements	
	Annuity account statements	
	Individual retirement plan statements	
	Company retirement plan statements	
	Other company benefits (e.g. deferred compensation)	
	Stock certificates not held in an account	
	Bearer bonds not held in an account	
	Alternative investment documents (including K-1s)	
	Investment club documents/records	
	529 college savings plan statements	
	On-line securities access information	
	Beneficiary Forms for IRAs, 401(k)s, or other benefits plans	
	Documents showing cost basis of securities owned or sold	

✓	Insurance Documents	Location
	Mortgage Insurance Policy	
	Travel Insurance Policy	
	Property and Casualty Policy Documents	
	Veterans Administration Insurance Papers	
	Beneficiary Forms for Insurance or Annuity Policies	
	Long Term Care Insurance Policy	
✓	**Personal Financial Documents**	**Location**
	Appraisals for Valuable Items	
	Inventory of Valuable Items	
	Buy/Sell or Partnership Agreements	
	Deferred Compensation Agreements	
	Federal/State Gift-Tax Returns	
	Prior Years' Tax Returns	
	Motor Vehicle Title and/or Registration Papers	
	Lawsuit or Documents on Pending Legal Actions	
	Outstanding Loans	
	Mortgage Documents	
	Medical Bills/Records, Prescription Plan Card	
	Property and School Tax Records	
	Real Estate Deeds and/or other Titles of Ownership	
	Rental and/or Lease Agreements	
	Trust Documents/Agreements	
✓	**Bank/Credit Documents**	**Location**
	Checking or Money Market Account Statements	
	Checks	
	Savings Accounts	
	Credit Cards and Account Statements	
	Life Insurance Policy Documents	
	Credit Union Account Books or Statements	

✓	Emergency Documents	Location
	Living Will/Health Care Proxy	
	Durable Power of Attorney	
	Financial Institution's Proprietary Power of Attorney Forms Some financial institutions may refuse to accept a standard Power of Attorney.	
✓	**Paperwork for Final Arrangements**	**Location**
	Last Will and Testament Wills should not be kept in a safe deposit box. Rather, wills should be stored in either a lawyer's will safe or a fireproof safe at your home.	
	Military Discharge Papers Veterans receive a small stipend toward burial expenses.	
	Burial Instructions	
	Cemetery Plot Deed	
	Pre-Paid Cremation Documents	
	Funeral Home Preference and Information	
	Charitable Donations Preference(s)	
	Letter of instruction (if available) from the deceased to executor	
	The Number of Accounts or Titles of Ownership of the Deceased.	
	Mortgage Documents	
	Phone Number/Address of County Surrogate Court The county court or clerk's office where the decedent resided will handle oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc. Information for obituaries (resume/life story/biography, etc.)	
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