Call Us:
805.265.5416

Outside California
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Life Data File

Here's a basic "Bare-Bones" list you can use.

Give location of this information to executor, spouse, anyone with power of attorney.

- ☐ Social Security #
- ☐ Spouse Social Security #
- ☐ Beneficiary Names, Addresses, Social Security #, Birthdates
- ☐ Military ID #
- ☐ Account Numbers and Locations
- ☐ Will/Trus(s) Location
- ☐ Life Insurance Policy #s and carriers
- ☐ Annuity Contract #s and carriers
- ☐ Credit Card #s
- ☐ Checking Accounts and checkbook locations
- ☐ Accountant name and phone
- ☐ Attorney name and phone
- ☐ Insurance Agent name and phone
- ☐ Company Benefits Administrator name and phone
- ☐ Planner name and phone
- ☐ Other Advisor/Family Member/Friend name and phone
- ☐ Who will pay immediate bills if you can't? Ongoing?

Notification List

Name and contact # of the following:

- ☐ Family Member/Friend (Help and Support)
- ☐ Memorial Society/Church (Help Organize Memorial Arrangements, 946-6822)
- ☐ Attorney (Legal Notifications and Filings)
- ☐ Executor (See Executor Duties List Attached)
- ☐ Accountant (Identify Required Valuations and Tax Filings)
- ☐ Planner
- ☐ Employer
- ☐ Organizations
- ☐ Children/Relatives
- ☐ Close Friends
- ☐ Benefits Admin at Work (Explain Benefits and Necessary Paperwork)
- ☐ Insurance Agent/Company (Assist to File Claim)
- ☐ Social Security Admin (Disability/Survivor Benefits, 800-772-1213)
- ☐ Dept. of Defense (Benefits, 800-321-1080)

Insurance Policies Listing

Include Life, Disability, Long Term Care, Health, Liability, House, Car, etc.

Policies filed at:____
Carrier
Policy #
Value
Contact #
Action Required

Asset Listing

Account Statements filed at:____
Deeds filed at:____
Contracts filed at:____
Asset, Location, ID #, PIN, Title, Contact #, Action Required: Appraisal? Rollover? Retitling?

Brokerage Account

- ☐ IRAs
- ☐ Roth IRAs
- ☐ 401(k)
- ☐ Education Savings Plan
- ☐ Savings
- ☐ Checking
- ☐ On-Line Accounts
- ☐ Pension
- ☐ Loan to:
- ☐ Residence
- ☐ Trust
- ☐ Partnership
- ☐ Rental Property
- ☐ Credit Cards

Debt Listing

Documents filed at: ____
- ☐ Loan Holder
- ☐ Loan #
- ☐ Value
- ☐ Contact #
- ☐ Action Required
- ☐ Other Document/Information Listing

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Dated and Location of the following:

- Will (Probate Filing)
- Trust (Administration)
- Health Care Power
- Durable Power of Attorney
- Other Powers of Attorney
- Living Will
- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Child Support/Alimony
- Adoption Agreement
- Guardianship Papers
- Passports
- Citizenship Papers
- Immigration Papers
- Past Tax Returns
- Computer Files (Password)
- Security Alarms (Password)
- Auto Insurance Policy
- Auto/Boat Title (Extra Keys)
- Auto Registrations
- Appraisals
- Property Deeds
- Mortgage Documents
- Notes/Loans
- Property/Mineral Leases
- Deferred Compensation Agreements
- Stock Option Documents
- Safes (Combination)
- Safe Deposit Box (Key)
- Post Office Box (Key/Combination)
- Savings Passbooks
- Certificates of Deposit
- Share Certificates
- Medical Files
- Social Security Cards
- Military Discharge Papers
- Veterans Administration Documents
- Copyright/Patent
- Club Memberships
- Frequent Flyer Programs
- Family Employee Documents
- Business Agreements
- Other Contracts

Preferred Memorial Arrangements

Costs to be paid from: ____

- ☐ *Contact # and action required for the following:*
- ☐ Organ Donation
- ☐ Medical Donation
- ☐ Newspaper
- ☐ Cremation
- ☐ Burial
- ☐ Service Leader
- ☐ Participants
- ☐ Speakers
- ☐ Music/Readings
- ☐ Preferred Charities
- ☐ Advisor List

Name and contact # of the following:

- ☐ Attorney
- ☐ Accountant
- ☐ Banker
- ☐ Employer
- ☐ Financial Adviser
- ☐ Insurance Agent
- ☐ Stock Broker
- ☐ Minister
- ☐ Doctor
- ☐ Letter of Instruction

Location and type of form (letter/computer file) of the following:

The purpose of a letter of instruction is to express your intent for the assets left to your heirs (education, enhance lifestyle, save for emergencies, enable community service), your service preferences (bare bones, elaborate, celebratory, somber, etc.), which advisors you would recommend to your survivors, what you want done with your pets, etc. Anything you would like someone to know after you die. This is not a legal document but may serve as a substitute to a conversation with your survivors.

Survivor Potential Actions

Action and process for the following:

- ☐ Request Appraisals for Tax Return: Consult with Attorney/Planner early
- ☐ Track Spending: Keep track of checking accounts, credit card statements
- ☐ Revise Financial Plan: Call Planner when ready
- ☐ Revise Investment Policy: Call Investment Advisor when Plan complete
- ☐ Retitle Assets: Consult with Planner/Attorney
- ☐ Revise Beneficiaries
- ☐ Identify Documents with deceased as beneficiary (trusts, insurance, IRAs, etc.)
- ☐ Record step-up in Basis
- ☐ Ensure Health Insurance in Place

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Routine action and contact # for the following:

- Home and Yard Maintenance
- Auto Maintenance
- Property Management
- Bill Paying
- Tax Preparation
- Continue Insurance Coverage:
- Properties
- Vehicles
- Health/Dental/Vision/Drug
- Liability
- Long Term Care
- Other
- Other Notes/Musings/Instructions