
Important Records and Information Checklist

Identification Documents

- Birth certificate
- Marriage certificate
- Passports
- Social Security Card
- Other important ID documents
- Documents dealing with a name change or adoption proceeding.

Marriage Contracts

- Pre-nuptials
- Post-nuptials
- Divorce judgments
- Separation agreements

Life Insurance Policies

- Are the beneficiary designations accurate?
- Insurance agent contact information
- Other Insurance Policies
 - › Disability
 - › Health
 - › Property
 - › Casualty
 - › Annuity contracts

Mortgage Documents

- Due date and amount of mortgage payment or rent
- Location of deeds and property titles (cemetery plots)
- Any lease information

Estate Planning Documents

- Durable Powers of Attorney
- Health Care Proxy
- Living Will
- All other Wills and Codicils
- Trust documents and amendments
- Trustee and Successor Trustee contact information
- Estate Planner contact information

Services

Automatic debits or deposits and which accounts are involved:

- › Electric utilities
- › Gas
- › Pension Payments

Automatic deliveries or pick-ups that need to be modified:

- › Trash
- › Fuel, oil or propane
- › Mail
- › Newspaper

Business

- Partnership agreements
- Recent appraisals
- Corporate or partnership buy-sell arrangements
- Business continuity planning documents

Employment

- Employment contracts
- Deferred compensation
- “Golden parachute” type agreements

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Bank Account Information

- Checkbooks
- Passbook savings
- Account statements
- PIN numbers
- Contact information for bankers
- Inventory of contents and location of safety deposit box and the key
- Credit card and ATM account numbers and their expiration dates
- Combination to safes and who else knows combination

Life Income

- Commercial immediate annuities
- Charitable trusts
- Life estates

Military

- Veteran's benefits
- Military discharge paperwork

Death

- Organ donation
- Funeral arrangements
- Burial instructions

Pets

- Directions for pet care

Storage

- Inventory of items in storage
- Storage company contact information

Capital Assets

With Purchase Price, History of Acquisition, Improvements and Tax Basis:

- › Real estate
- › Stock
- › Investments
- › Collectibles

Retirement

- Pensions
- Profit sharing
- IRA
- Other retirement plans
- Retirement plan administrator contact information

Medical

- Contact information for medical providers
- Current medications and dosage
- Medicare claim number
- Medigap policy number

Automotive

- Driver's license number and expiration date
- Vehicle registration information

Internet

- Website account and password
- E-mail account and password

Income and Gift Tax

- Income and gift tax returns
- Contact information of accountant
- Current 1099's and W-2's
- Expense and income worksheets for this tax year

Obituary

- If one is already written
- If not, it's not too early to write one while the person can contribute to it



TARTA LAW
ESTATE PLANNING AND PROBATE

Steven W. Tarta, Esq.
700 Godwin Avenue, Suite 330
Midland Park, NJ 07432

Tel: (201) 444-8448
Fax: (201) 444-2116