

# *Estate & Business Planning*

# DOCUMENT

## *checklist*

Over time, we all accumulate paperwork—some disposable, some essential. As you prepare your home or estate for the future, knowing what to keep is key. Use this checklist to stay organized and preserve what matters—for both personal and business records.

### PERSONAL INFORMATION

- ☐ DRIVER'S LICENSE
- ☐ BIRTH CERTIFICATES
- ☐ DEATH CERTIFICATES
- ☐ ADOPTION PAPERWORK
- ☐ MARRIAGE CERTIFICATE
- ☐ DIVORCE DECREE
- ☐ NAME CHANGE RECORDS
- ☐ IMMIGRATION PAPERWORK
- ☐ SOCIAL SECURITY CARD
- ☐ PASSPORT
- ☐ TRIBAL CARD
- ☐ FIREARMS PERMIT
- ☐ EDUCATION RECORDS

### HEALTH

- ☐ HEALTH INSURANCE POLICIES
- ☐ EXPLANATION OF BENEFITS INFORMATION
- ☐ HEALTH CARE PROXY/REPRESENTATIVE FORM(S)
- ☐ LIVING WILL
- ☐ ADVANCED DIRECTIVE (COMBINED FORM)
- ☐ HIPAA RELEASES

### LEGAL

- ☐ WILLS
- ☐ TRUSTS
- ☐ GUARDIANSHIPS
- ☐ CONSERVATORSHIPS
- ☐ POWERS OF ATTORNEY
- ☐ STOCK CERTIFICATES
- ☐ PRODUCT WARRANTIES AND RECEIPTS
- ☐ CUSTODIAL ACCOUNT RECORDS
- ☐ COPIES OF BENEFICIARY DESIGNATIONS FOR:
  - ☐ LIFE INSURANCE POLICIES
  - ☐ BANK/BROKERAGE ACCOUNTS
  - ☐ RETIREMENT ACCOUNTS
  - ☐ TOD/POD ACCOUNTS

### FINANCIAL INFORMATION

- ☐ BANK AND BROKERAGE ACCOUNT STATEMENTS
- ☐ RETIREMENT ACCOUNT STATEMENTS
- ☐ CHARITABLE CONTRIBUTION RECORDS
- ☐ TAX DOCUMENTS (W-2S, 1099S, ETC.)
- ☐ CREDIT CARD STATEMENTS
- ☐ ANNUAL CREDIT REPORTS
- ☐ LOAN DOCUMENTS
- ☐ MORTGAGE AND OTHER LIEN RELEASES
- ☐ SOCIAL SECURITY STATEMENTS
- ☐ CRYPTOCURRENCY KEYS AND ACCOUNT INFO
- ☐ INTELLECTUAL PROPERTY RECORDS

### REAL ESTATE

- ☐ AGENT AGREEMENT
- ☐ PURCHASE AGREEMENT
- ☐ SELLER DISCLOSURES
- ☐ HOME INSPECTION REPORT
- ☐ TITLE INSURANCE POLICY
- ☐ PROMISSORY NOTE
- ☐ MORTGAGE DEED
- ☐ PROOF OF PAYMENTS
- ☐ PROPERTY DEED
- ☐ HOME IMPROVEMENT RECEIPTS

### INSURANCE

- ☐ LIFE INSURANCE POLICIES
- ☐ DISABILITY INSURANCE POLICIES
- ☐ HOMEOWNERS INSURANCE POLICIES
- ☐ UMBRELLA INSURANCE POLICIES
- ☐ AUTO INSURANCE POLICIES

### STATE AND FEDERAL TAX RETURNS

- ☐ PERSONAL INCOME TAX RETURNS
- ☐ GIFT TAX RETURNS
- ☐ ESTATE TAX RETURNS
- ☐ CORPORATION TAX RETURNS
- ☐ PARTNERSHIP TAX RETURNS
- ☐ EXEMPT ORGANIZATION RETURNS

### MILITARY

- ☐ UNIFORMED SERVICES IDENTIFICATION CARD
- ☐ COMMON ACCESS CARD
- ☐ STATEMENT OF SERVICE
- ☐ CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
- ☐ DISCHARGE CERTIFICATE

### BUSINESS

- ☐ ENTITY FORMATION DOCUMENTS
- ☐ OWNERSHIP RECORDS (STOCK LEDGER, ETC.)
- ☐ OPERATING AGREEMENTS
- ☐ BYLAWS
- ☐ SHAREHOLDER AGREEMENTS
- ☐ BUY/SELL AGREEMENTS
- ☐ FINANCIAL RECORDS
- ☐ PERSONNEL RECORDS
- ☐ BASIC EMPLOYMENT AND WAGE/HOUR RECORDS
- ☐ DISPUTE OR COMPLAINT RECORDS
- ☐ BENEFICIARY RECORDS
- ☐ BENEFIT RECORDS
- ☐ INJURY/ILLNESS LOG
- ☐ RECORDS REGARDING EXPOSURE TO HAZARDOUS MATERIALS AND MEDICAL EXAMS
- ☐ AFFIRMATIVE ACTION DATA AND INITIATIVE
- ☐ VETERAN HIRING AND ACCOMMODATIONS RECORDS
- ☐ HIRING AND ACCOMMODATION RECORDS FOR EMPLOYEES WITH DISABILITIES
- ☐ RETIREMENT DOCUMENTS
- ☐ SBA LOANS