

Financial Records Checklist

There are a number of different ways for you to organize your important records and we encourage you to develop a system that works for you. Not sure where to begin? Our Financial Records Checklist can help you get started. Talk with your financial advisor about additional records you may need to compile based on your personal situation.

Documents of Important Information	Location of Documents
<ul style="list-style-type: none"> ● Copy of your will and/or revocable trust 	
<ul style="list-style-type: none"> ● Other estate planning documents, including: <ul style="list-style-type: none"> › Living will/advance healthcare directive › Medical power of attorney › Durable general power of attorney › Personal property disposal list (to direct how personal property should be distributed) 	
<ul style="list-style-type: none"> ● List of all banks and brokerage houses where you have accounts, and include: <ul style="list-style-type: none"> › Account numbers › The type of account (for example, savings, checking, or retirement plan) › How the property is owned [separate (joint tenancy with right of survivorship (your spouse or someone else is the other owner), tenancy in common, tenancy by the entirety, or community property] 	
<ul style="list-style-type: none"> ● Beneficiary designation forms for all IRAs and other retirement plan accounts 	
<ul style="list-style-type: none"> ● Information on any savings bonds you own 	
<ul style="list-style-type: none"> ● Insurance policies for life, health, disability, long-term care, Medicare/Medigap, and property (home, auto, and personal article). Include: <ul style="list-style-type: none"> › Name of carrier › Policy number › Face and cash values › Premium amount, frequency, and how paid › Owner of the policy › Name of beneficiaries 	

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<ul style="list-style-type: none"> ● Information for all loans and financial obligations, including: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Car loans or leases 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Mortgages 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Bank or personal loans 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Other leases 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Credit card information, including: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Account numbers 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Location of statements 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Access information 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › List of your monthly, quarterly, bi-annual, or annual bills. Include: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ How you're notified about the bill (example, by mail, email or text message) 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Which of these, if any, are recurring bills that are automatically debited from your bank account 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › List of financial accounts managed online or bills paid electronically (for example, utility bills, credit cards, mortgage, and car payments). Include all information needed to access those accounts, such as your: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ User name 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Password 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Answers to secret questions, if any 	
<ul style="list-style-type: none"> ● Income tax returns for yourself and any businesses you own 	
<ul style="list-style-type: none"> ● Gift tax returns for any taxable gifts made 	
<ul style="list-style-type: none"> ● Estate tax returns (if you're a surviving spouse and your spouse's estate was required to file an estate tax return) 	
<ul style="list-style-type: none"> ● Copy of documents creating any family limited partnership (FLP) or limited liability company (LLC) in which you have an interest 	
<ul style="list-style-type: none"> ● Copy of any trust documents for a trust that you: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Are a beneficiary and/or serve as a trustee 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Have created 	
<ul style="list-style-type: none"> ● For any family business, a copy of: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › The succession plan 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › The buy-sell agreement for the business 	
<ul style="list-style-type: none"> ● Health Savings account information, including: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Name of account 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Account number 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> › Access information 	
<ul style="list-style-type: none"> ● List of social media accounts and password information, such as Gmail, Facebook, LinkedIn, and Twitter 	
<ul style="list-style-type: none"> ● Deed to your cemetery plot, if purchased 	

Other Important Information	Location of Documents
We recommend that the following documents, which are difficult to replace, be stored in a secure, fireproof safe deposit box.	
‣ Social Security card	
‣ Birth Certificate	
‣ Property Deeds	
‣ Marriage certificate	
‣ Savings bonds, and other securities not held at a financial institution	
‣ Divorce decree or separation agreement	
‣ Adoption records	
‣ Alimony or child support agreements	
Name of your Financial Advisors	
‣ Attorney	
‣ CPA	
‣ Insurance agent(s)	
‣ Other financial advisors, such as investment agents and brokers	

Questions on our Financial Records Checklist? Contact your Keiter representative or your financial advisor.

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