

## Next Steps for Families, LLC

### Checklist – Information and Documents to Collect

It would be beneficial to locate the following information and keep the records together for future use with an attorney and other agencies you will be in contact with. You may want to use the **Information & Assets** worksheet on the Resources page of our website to help you document the information that may be necessary when working with the estate.

- Locate Important Information – Locate and keep accessible the following information:
  - \_\_\_ Social Security Numbers
  - \_\_\_ Will / Trust Documents
  - \_\_\_ Safe Deposit Box
  - \_\_\_ Marriage Certificate (*and prenuptial agreements*)
  - \_\_\_ Divorce decree (*and any related documentation for property settlements*)
  - \_\_\_ Child custody / support documents
  - \_\_\_ Birth Certificates of surviving minor children
  - \_\_\_ Military discharge papers if applicable
  
- Locate Account Information – Locate documentation / statements for any accounts.
  - \_\_\_ Bank Accounts (Savings & Checking)
  - \_\_\_ Investment Accounts (IRA, Stocks, Bonds)
  - \_\_\_ Business partnership accounts / agreements
  - \_\_\_ Retirement Accounts
  
- Insurance Policies – Collect and retain any insurance policies you find, even if they appear to no longer be in effect, keep them until you are able to verify the information.
  - \_\_\_ Life Insurance
  - \_\_\_ Health Insurance
  - \_\_\_ Disability Insurance
  - \_\_\_ Business Insurance
  - \_\_\_ Home
  - \_\_\_ Automobile
  - \_\_\_ Professional Liability Insurance
  - \_\_\_ Mortgage Insurance
  - \_\_\_ Credit Card Insurance
  - \_\_\_ Other

- Forms of Income –Determine all forms of income the deceased person had coming in and owed to him or her at the time of death.
  - \_\_\_ Employment
  - \_\_\_ Investments
  - \_\_\_ Business income
  - \_\_\_ Retirement
  - \_\_\_ Social Security (*Return any Social Security checks deposited into accounts or received in the mail- obtain a receipt upon return.*)
  - \_\_\_ Disability payments (*and any related disability documentation.*)
  - \_\_\_ Property Rental
  - \_\_\_ Veterans benefits
  - \_\_\_ Other
  
- Titles, Deeds and Registration for Property – Collect titles, deeds and registration documents and keep them in a safe place.
  - \_\_\_ Home
  - \_\_\_ Automobiles / motorcycles / boats / RV's
  - \_\_\_ Businesses
  - \_\_\_ Valuable personal property –jewelry, art, etc..
  - \_\_\_ Livestock
  - \_\_\_ Equipment- (farm equipment / machinery)
  - \_\_\_ Vacation homes or other real property
  - \_\_\_ Have valuable items and real property (real estate) appraised
  
- Is there money owed to the person who passed away?
  - Think about employers, rental property, time share property, premiums paid for unused services, etc...
  
- Determine liabilities
  - Think about monthly bills, insurance premiums, mortgages, loans, credit cards, automatic deductions from bank accounts, etc...

- Notifications to Make

- \_\_\_ Banks
- \_\_\_ Charities
- \_\_\_ Credit card companies
- \_\_\_ Doctors and other health care providers
- \_\_\_ Employer (and former employers)
- \_\_\_ Insurance companies
- \_\_\_ Membership organizations and social groups
- \_\_\_ Newspaper and magazine subscriptions
- \_\_\_ Post office
- \_\_\_ Social Security Administration
- \_\_\_ Veterans affairs department
- \_\_\_ Volunteer organizations where volunteer services were performed

- Use the **Information & Assets Listing** on the **Resources** page of our website to help keep track of this kind of information. The worksheet will help you when meeting with an attorney and other agencies, as well as help you to organize and keep the information in one place.
- Use the **Record of Expenses** sheet on the **Resources** page of our website to track expenses related to the funeral and costs related to the estate. You will need documentation of these expenses.
- Be cautious of who you give information to. See the information regarding fraud on the **Information** page of our website.
- Ensure that property is secured and protected.
- Update your personal information. This is a good time to make sure that the beneficiaries listed on your own will (and accounts) are accurate.
- Utilize professionals who can assist you with some of these responsibilities. The issues after a loss can be very complex—seek the services of a Probate Attorney, Certified Fiduciary, CPA, service providers and counselors to work with you.
- Return any unwarranted checks from the Social Security Administration, request a receipt upon return.
- Call Next Steps for Families, LLC if you need assistance with any of these responsibilities.

Next Steps for Families, LLC offers this worksheet for informational purposes only. Next Steps for Families, LLC does not provide, legal, tax, or accounting advice. The information provided is not all encompassing of the information that may be necessary for you to collect for your specific circumstances.