PERSONAL ESTATE PLANNING

Important Information and Document Checklist

Contact
304-728-2435
BCTWealth@mybct.bank

Your Name: ____

Your Address: ____

If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.

✓	Important Contacts	Name	Phone Number
	Financial Professional		
	CPA/Accountant		
	Insurance Agent		
	Attorney		
	Executor of Estate		
	Power of Attorney		

	Emergency papers and/or Information	Location
	General Items	
	Birth Certificate	
	Social Security Card	
	Passport/Citizenship (naturalization papers)	
	Driver's License number and expiration date	
	Adoption papers	
	Marriage certificate	
	Pre-nuptial agreement	
	Divorce or separation papers	
	Safe deposit box(es) and keys	
	Safe and combination	
	Investment Documents	
	Brokerage account statements	
	Mutual fund account statements	
	Annuity account statements	
	Individual retirement plan statements	
	Company retirement plan statements	
	Other company benefits (e.g. deferred compensation)	
	Stock certificates not held in an account	
	Bearer bonds not held in an account	
	Alternative investment documents (including K-1s)	
	Investment club documents/records	
	529 college savings plan statements	
	On-line securities access information	
	Beneficiary Forms for IRAs, 401 (k)s, or other benefits plans	
	Documents showing cost basis of securities owned or sold	
	HSA	

✓	Emergency papers and/or Information	Location
	Insurance Documents	
	Mortgage insurance policy	
	Travel insurance policy	
	Property and casualty policy documents	
	Veterans Administration insurance papers	
	Beneficiary forms for insurance or annuity policies	
	Long term care insurance policy	
	Personal Financial Documents	
	Appraisals for valuable items	
	Inventory of valuable items	
	Buy/sell or partnership agreements	
	Deferred compensation agreements	
	Federal/state gift-tax returns	
	Prior years' tax returns	
	Motor vehicle title and/or registration papers	
	Lawsuit or documents on pending legal actions	
	Promissory notes	
	Outstanding loans	
	Mortgage documents	
	Medical bills/record, prescription plan card	
	Property and school tax records	
	Real Estate deeds and/or other titles of ownership	
	Rental and/or lease agreements	
	Trust documents/agreements	
	Bank/Credit Documents	
	Checking or money market account statements	
	Checks	
	Savings accounts	
	Credit cards and account statements	
	Life insurance policy documents	
	Emergency Documents	
	Living Will/Health Care Power of Attorney	
	Durable Power of Attorney	
	Miscellaneous Information	

Helpful Hints

- Ensure all legal documents have language to include access to digital assets.
- Documentation of access and location of passwords.

✓	Paperwork for Final Arrangements	Location
	Last Will and Testament	
	Military discharge papers *Veterans receive a small stipend toward burial expenses.*	
	Burial instructions	
	Cemetery plot deed	
	Pre-paid cremation documents	
	Funeral home preference and information	
	Charitable donations preference(s)	
	Letter of instruction (if available) from the deceased to executor	
	Death certificate *The number of accounts or titles of ownership of the deceased.*	
	Phone number/address of County Fiduciary Office *The county court or clerk's office where the decedent resided will oversee estate matters and probate. The executor must obtain a sufficient number of death certificates for transferring ownership of accounts, titles, etc.*	
	Information for obituaries (resume/life story/biography)	

	Family Tree/Important Contacts	Relationship	Location/Contact Information