

## Paperwork for final arrangements

## Location

- Last will and testament**  
*Wills should not be kept in a safe deposit box. Rather, wills should be stored in a lawyer's will safe or a fireproof safe at your home.*
- 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 deceased to executor**
- Death certificate**  
*The number of accounts or titles of ownership of the deceased.*
- Phone number/address of county surrogate court**  
*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, etc.)**



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**FOCUS**

RETIREMENT MADE CLEAR

# Financial Confidence Checklist

If you're like most of us, your life has been recorded through a series of important legal documents. When major life events occur, it can be difficult to find critical items. Organizing those items properly is a very wise use of your time.

In today's busy world, our lives are constantly changing. As we transition through life's experiences — changing jobs, buying a home, planning for retirement or experiencing a death in the family — we come to value the organization of our important documents. Unexpected circumstances can be stressful enough without the added worry of quickly locating those documents.

We created this Financial Confidence Checklist to be a simple tool for organizing the vital documents of your life. We encourage you to share this checklist with close family members, as well as your financial professional, attorney, accountant and your executor. This may be one of the easiest, but most valuable, gifts you can give yourself and your family.

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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 | Emergency papers and/or information | Location |
|--------------------|------|--------------|-------------------------------------|----------|
|--------------------|------|--------------|-------------------------------------|----------|

- |                                                 |  |  |
|-------------------------------------------------|--|--|
| <input type="checkbox"/> Financial professional |  |  |
| <input type="checkbox"/> CPA/accountant         |  |  |
| <input type="checkbox"/> Insurance agent        |  |  |
| <input type="checkbox"/> Attorney               |  |  |
| <input type="checkbox"/> Executor of estate     |  |  |

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|------------------------------------------------------------------------------|--|
| <input checked="" type="checkbox"/> <b>Insurance documents</b>               |  |
| <input type="checkbox"/> Mortgage insurance policy                           |  |
| <input type="checkbox"/> Travel insurance policy                             |  |
| <input type="checkbox"/> Property and casualty policy documents              |  |
| <input type="checkbox"/> Veterans Administration insurance papers            |  |
| <input type="checkbox"/> Beneficiary forms for insurance or annuity policies |  |
| <input type="checkbox"/> Long-term care insurance policy                     |  |

| Emergency papers and/or information | Location |
|-------------------------------------|----------|
|-------------------------------------|----------|

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|-----------------------------------------------------------------------------------------|--|
| <input checked="" type="checkbox"/> <b>General items</b>                                |  |
| <input type="checkbox"/> Birth certificate                                              |  |
| <input type="checkbox"/> Social Security card                                           |  |
| <input type="checkbox"/> Passport/citizenship ( <i>naturalization papers</i> )          |  |
| <input type="checkbox"/> Driver's license number and expiration date                    |  |
| <input type="checkbox"/> Adoption papers                                                |  |
| <input type="checkbox"/> Marriage certificate                                           |  |
| <input type="checkbox"/> Prenuptial agreement                                           |  |
| <input type="checkbox"/> Divorce or separation papers                                   |  |
| <input type="checkbox"/> Safe deposit boxes and keys                                    |  |
| <input type="checkbox"/> Safe and combination                                           |  |
| <input checked="" type="checkbox"/> <b>Investment documents</b>                         |  |
| <input type="checkbox"/> Brokerage account statements                                   |  |
| <input type="checkbox"/> Mutual fund account statements                                 |  |
| <input type="checkbox"/> Annuity account statements                                     |  |
| <input type="checkbox"/> Individual retirement plan statements                          |  |
| <input type="checkbox"/> Company retirement plan statements                             |  |
| <input type="checkbox"/> Other company benefits ( <i>e.g., deferred compensations</i> ) |  |
| <input type="checkbox"/> Stock certificates not held in an account                      |  |
| <input type="checkbox"/> Bearer bonds not held in an account                            |  |
| <input type="checkbox"/> Alternative investment documents ( <i>including K-1s</i> )     |  |
| <input type="checkbox"/> Investment club documents/records                              |  |
| <input type="checkbox"/> 529 college savings plan statements                            |  |
| <input type="checkbox"/> Online securities access information                           |  |
| <input type="checkbox"/> Beneficiary forms for IRAs, 401(k)s or other benefit plans     |  |
| <input type="checkbox"/> Documents showing cost basis of securities owned or sold       |  |

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|-----------------------------------------------------------------------------|--|
| <input checked="" type="checkbox"/> <b>Personal financial documents</b>     |  |
| <input type="checkbox"/> Appraisals for valuable items                      |  |
| <input type="checkbox"/> Inventory of valuable items                        |  |
| <input type="checkbox"/> Buy/sell or partnership agreements                 |  |
| <input type="checkbox"/> Federal/state gift tax returns                     |  |
| <input type="checkbox"/> Prior years' tax returns                           |  |
| <input type="checkbox"/> Motor vehicle title and/or registration papers     |  |
| <input type="checkbox"/> Lawsuit or documents on pending legal actions      |  |
| <input type="checkbox"/> Promissory notes                                   |  |
| <input type="checkbox"/> Outstanding loans                                  |  |
| <input type="checkbox"/> Mortgage documents                                 |  |
| <input type="checkbox"/> Medical bills/records, prescription plan card      |  |
| <input type="checkbox"/> Property and school tax records                    |  |
| <input type="checkbox"/> Real estate deeds and/or other titles of ownership |  |
| <input type="checkbox"/> Rental and/or lease agreements                     |  |
| <input type="checkbox"/> Trust documents/agreements                         |  |

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|----------------------------------------------------------------------|--|
| <input checked="" type="checkbox"/> <b>Bank/credit documents</b>     |  |
| <input type="checkbox"/> Checking or money market account statements |  |
| <input type="checkbox"/> Checks                                      |  |
| <input type="checkbox"/> Savings accounts                            |  |
| <input type="checkbox"/> Credit cards and account statements         |  |
| <input type="checkbox"/> Life insurance policy documents             |  |
| <input type="checkbox"/> Credit union account books or statements    |  |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input checked="" type="checkbox"/> <b>Emergency documents</b>                                                                                                                  |  |
| <input type="checkbox"/> Living will/health care proxy                                                                                                                          |  |
| <input type="checkbox"/> Durable power of attorney                                                                                                                              |  |
| <input type="checkbox"/> Financial institution's proprietary power of attorney forms<br><i>(Some financial institutions may refuse to accept a standard power of attorney.)</i> |  |