

THE AFFAIRS

INSERT YOUR NAME

*Should I for any reason be
unable to act for myself,
here is a record of
whom to see and
where to look.*

Compliments of...

Northern California Conference

Planned Giving & Trust Services

2100 Douglas Blvd. Roseville, CA 95661

916-886-5699 www.SDALegacy.com

Living Trust or Revocable Trust

Working in concert with your Will, a Living Trust or Revocable Trust is used as a way to pass on property while generally avoiding costs and delays associated with probate. It is commonly reserved for estates of larger value and requires ongoing involvement and cooperation of the Trustor(s) and Trustee(s). For this reason it is essential you understand exactly what it can do for you, your estate, and your heirs.

I have made a Trust I have not

The original executed copy is located at: _____

The date of the document is: _____

My Trust names Trustee(s): _____

The Lawyer who drew my Trust is: _____

Contact Information: _____

Personal Certificates

These are necessary for insurance purposes, social security pensions and in many other circumstances where legal proof of age, relationship or place of birth is required.

I have a Birth Certificate none

It is located at: _____

I was born in: _____

My Birth Date: _____

I was not born in the United States, and my citizenship papers are located at—

My Marriage Certificate is located at—

I was married in: _____

Tax Returns

Copies of tax returns are often needed in preparing the returns required for settling the estate.

Copies of my income tax returns are located at—

Current withholding tax forms and receipts received from my employer are located at—

All work sheets and evidence in support of returns are attached to the returns-- Yes No

Other property

I also own the following property not previously listed:

Social Media / Cloud Storage

I have the following social media accounts:

Name User Password

I have the following cloud storage of photos, books and other media:

Name User Password

If I die, my heirs are beneficiaries of the Trust established by—

Papers are located at—

Personal Debtors and Creditors

The following owe money to me:

Exclusive of secured loans, such as mortgages, I owe to the following—

Copies of notes loan agreements, and receipts are located at—

Cemetery Plot

Survivors need this information in order to carry out your wishes.

I own a plot in the following cemetery—

Address _____

The deed to the plot is located at—

There is provision for the perpetual care of this plot

Yes No

I have given instructions regarding my funeral in—

My will A letter Other

I have a pre-paid burial/cremation plan-- Yes No

The location of this agreement:

Date: _____

I have never been divorced or legally separated

I have been

State of jurisdiction _____

Papers located at _____

I have rendered military service: Yes No

Country served _____

Discharge papers located at:

Property safekeeping arrangements

A safe deposit box is the cheapest form of protection against fire and theft. Certain records and papers cannot be replaced when once lost or destroyed.

I have a safety deposit box: Yes No

Location: _____

Address _____

The following person(s) has access to my box—

Personal employment Arrangements

Benefits supplied by Employer and Social Security should not be overlooked by the family when prompt action is vital.

My employer is: _____

Address: _____

I commenced my employment on: _____

My employer has the following benefit plans in which I participate— _____

I am presently covered by Social Security-- Y N

My Social Security number is: _____

My S.S. card is located at— _____

Residence and Other Real Estate

These records are useful if the property is to be sold, mortgaged or leased and also in connection with inheritance of the property and the preparation of tax returns.

I own my residence-- Yes No

My landlord is: _____

Address: _____

Ownership Title is held in--- _____

My own name alone— _____

Joint names with: _____

There is a mortgage on this property

Held by _____

All of the following specified papers are located at:

- | | | | |
|------------------------|--------------------------|-----------------------|--------------------------|
| Deed | <input type="checkbox"/> | Closing statement | <input type="checkbox"/> |
| Copy of Mortgage | <input type="checkbox"/> | Insurance Policies | <input type="checkbox"/> |
| Title Insurance Policy | <input type="checkbox"/> | Tax Receipt | <input type="checkbox"/> |
| Title Abstract | <input type="checkbox"/> | Leases | <input type="checkbox"/> |
| Surveys | <input type="checkbox"/> | Building cost figures | <input type="checkbox"/> |

I own other real Estate located at—

1) _____

2) _____

3) _____

Disability Insurance

Knowledge of the location of such policies can help the family make immediate claims if you are disabled.

I personally carry accident, sickness, hospitalization and other such forms of insurance—(this in addition to and exclusive of any such insurance of benefits provided through my employers)-- Yes No

Location of itemized list— _____

Location of policies— _____

My agent or broker on this kind of insurance is— _____

Address _____

Some or all of my life insurance policies also contain extra disability benefits-- Yes No

Existing Trust Funds

Establishing a trust fund is one of the common ways of providing for the care of dependents. Living Trusts are those established during life. Testamentary Trusts are those established by will, effective after death.

I have created a living Trust for the benefit of— _____

It was established on: _____

The Trust Agreement is located at— _____

The trustees are— _____

The attorney who drew the trust agreement is— _____

Address: _____

I am a beneficiary under a Trust established by: _____

Papers are located at: _____

(B) Policies owned by others on my life—
Location of itemized list or audit—

Names and addresses of owners:

All insurance policies which I own on the lives of others and itemized lists of such policies by company and policy number, are located as follows—

Location of itemized list or audit--

Location of policies—

Names and address of persons insured—

I have made loans against some of the policies--

Yes No

Borrowed from: _____

Address: _____

The following papers are filed with the policies—

Premium receipts Settlement Agreements

Dividend Statements Assignments

I also own annuity contracts— Yes No

Location of itemized list or audit—

Location of annuity contracts

My principal life insurance adviser is—

Address _____

Similar information as that on residence is located at—

My general insurance Broker is— _____

Address— _____

Bank Accounts --User names / Passwords

Thousands of unclaimed bank accounts are advertised in the papers every year because the depositors did not tell their families about the account, user name or password.

I have checking Accounts with the following Banks—

1) _____

2) _____

3) _____

4) _____

I have Savings Accounts with the following Banks—

1) _____

2) _____

3) _____

My check books and bank books are usually located at--

The following Bank Accounts are in the joint names of myself and.... _____

The following person has power to sign checks for me—

Address-- _____

Securities

Valuable rights are often lost because the owners of stock certificates and bonds cannot be located. Records of Purchase and Sale, etc., are needed for tax purposes. Don't forget the user names and passwords!

I own various stocks and bonds which are located at—

Records of Purchase and Sale are located at---

Some of my securities were acquired by gift or inheritance--

Yes No

Papers are located at---

Some or all of my securities are pledged for loans--

Yes No

With— _____

Address— _____

My Stock Broker is— _____

Address— _____

U. S. Savings Bonds

Without this record surviving co-owners or beneficiaries may remain unaware of their rights in this property

I own U.S. Savings (War) Bonds under the following owner-ship registrations—

My name alone

Co-Owner with _____

I am beneficiary at death of _____

At my death, beneficiary is _____

The Bonds are located at— _____

A list of Bonds and their serial numbers is located at—

I own the following types of tangible personal property:

Household furnishings:

Location— _____

Jewelry—

Location— _____

NFTs--

Chain Code _____

Automobile(s)—

Location _____

Other—

I carry fire, theft or liability insurance on this property:

Yes No

All insurance policies are located at—

My Insurance broker is— _____

Address— _____

Bills of Sale or other evidences of ownership are located at

Personal property tax receipts are located at—

The following tangible personal property is owned by me jointly with: _____

Property _____

Location _____

Life Insurance

An important source of immediate cash for the family. Policies and premium receipts should be preserved in a safe place. A record of the policy numbers, Insurance Companies, beneficiaries, etc., should be given to your executor with a copy placed in the safe deposit box.

All insurance policies carried on my life and itemized lists of such policies by company and policy number are located as follows—

(A) Policies owned by me on my life—
Location of itemized list or audit—

Location of policies— _____

User Names /Passwords--
