SUGGESTIONS for ORGANIZING YOUR PERSONAL and FINANCIAL INFORMATION for your EXECUTOR/TRUSTEE

1. ***Prepare a listing of all your assets***
   - **** Include account numbers for financial accounts, and location of important papers, such as deeds to real estate, titles to cars, life insurance policies, and account statements.***
   - **** For accounts that you do not receive paper statements (online accounts), be sure to include current log-in information.***

2. ***Prepare a listing of all your liabilities***
   - **** Include your mortgages, home equity loan, car loans, credit cards, personal loans, etc.***
   - **** For accounts that you do not receive paper invoices, be sure to include log-in and password information for the account.***
   - **** Also identify insurance policies (e.g. homeowners, renters, personal property, car, umbrella, etc.)***

3. ***If you own an interest in a business (e.g. LLC, Partnership, Corporation, etc.), prepare a listing of where relevant documents can be located and contact information for important people.***
   - **** Relevant documents may include Articles of Incorporation or Organization, Bylaws, Operating or Partnership Agreements and Amendments, Stock Certificates, Buy/Sell Agreements.***
   - **** Important People might include business attorney, accountant, business partners, etc.***

4. ***Prepare a listing of your income sources.***
   - **** Include pensions, annuities, etc.***
   - **** If you are the beneficiary of a Trust, please identify the location of a copy of the relevant Trust agreement and the contact information for the Trustee.***

5. ***Prepare instructions for burial and/or funeral arrangements and preferences, if desired.***
   - **** Include copies of any documents for pre-arrangements you have made.***

6. ***Prepare a listing of your estate planning documents and identify where the originals are located.***
   - **** If kept in a safe deposit box, provide the bank location and box number. Ideally someone in addition to your spouse, if applicable, should be added to the signature card so that the box can be more easily accessed after your death.***
   - **** If kept in a safe at home, provide the combination or location of the key.***

7. ***Identify the location of the following tax returns:***
   - **** Income tax returns for the prior two years***
   - **** Any gift tax returns (Form 709) (if applicable)***
   - **** Estate tax return (Form 706) filed for your spouse's estate (if applicable)***

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8. *Prepare a signed, dated letter to your Executor or Trustee expressing your wishes, if any, regarding the disposition of specific items of tangible personal property.*
   ** This includes items such as jewelry, cars, collections, household furnishings, etc.*

9. *If your plan includes an ongoing trust for the benefit of one or more beneficiaries and you have specific guidance you would like to share regarding the management and distribution of the trust assets, prepare a letter to your Trustee expressing your thoughts and desires.*

10. *Prepare a listing of your advisors and their contact information.*
    ** Include advisors such as your accountant, attorney, and financial advisor.*

11. *Prepare a listing of your fiduciaries and their current contact information.*
    ** Include your Trustees, Executors, Agents under your Power of Attorney or Medical Directive, and Guardians for your children*

12. *Prepare a listing of the beneficiaries and their current contact information.*
    ** In addition to their mailing address, include their phone number, email address, date of birth, and country of citizenship.*

13. *Provide your log-in information for your personal computer, email account, social media accounts, and any other important computer files, accounts or websites of which you are a member.*

14. *Prepare a listing of any important subscriptions/memberships that will require cancellation (include account information, and log-in and password information, if applicable)*
    ** Review your credit card statements and/or bank statements for possible subscriptions/memberships*

Once organized, we recommend that you keep all of this information together in a designated spot that you communicate to your Executor/Trustee. It is not imperative that you provide your Executor/Trustee with copies of all of this information, as you may want to make changes and updates over time. It is our experience that organizing this information will allow your Executor/Trustee to best execute your estate plan in a manner that honors your wishes.

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