

## CHECKLIST OF IMPORTANT LEGAL DOCUMENTS AND FINANCIAL STATEMENTS

Please review the list of important documents below and check whether you have the document, whether you need to obtain the document or whether the document does not apply to your household. Next, collect the documents you have and obtain the ones you still need. These documents, along with the completed forms provided here, make up your Emergency Financial First Aid Kit (EFFAK).

Once you have all of these documents together, you should make a copy of your entire EFFAK. As important information is often printed on the backs of these documents, please be sure to copy both sides. Because these documents contain such important and personal information, we strongly recommend that you keep all original documents, photographs and computer backup disks in an off-site safety deposit box. And be sure to keep the key to your safety deposit box in a safe place too!

In addition, keep a copy of your EFFAK and copies of your original documents at home in a fireproof/waterproof metal box or safe. Because ATMs do not work when electricity is out or they may not be restocked during an emergency, be sure to include some \$10 and \$20 bills in your storage box.

If you have an attorney, you may also want to provide them with a copy of your EFFAK in a sealed envelope to be opened with your approval, or in the event you become incapacitated.

	Have	Need	NA	Date reviewed
<b>IMPORTANT LEGAL DOCUMENTS THAT APPLY TO MY FAMILY</b>				
1. Birth Certificate(s)/Adoption Papers				
2. Marriage License				
3. Divorce Papers				
4. Social Security Card(s)				
5. Passport/Green Card				
6. Naturalization Documents				
7. Will				
8. Power(s) of Attorney (personal/property)				
9. Mortgage or Real Estate Deeds of Trust				
10. Vehicle Registration/Ownership Papers				
11. ID/Driver's License				
<b>TAX STATEMENTS</b>				
12. Previous Year's Tax Returns				
13. Property Tax Statement				
14. Personal Property Tax (i.e. Car Tax)				
<b>FINANCIAL ACCOUNTS</b>				
15. Bank/Credit Union Statements				
16. Credit/Debit Card Statements				
17. Retirement Accounts (401K, TSP, IRA)				
18. Investment Accounts (Stocks, Bonds, Mutual Funds)				
19. Other				

	Have	Need	NA	Date reviewed
<b>SOURCES OF INCOME/ASSETS</b>				
20. Recent Pay Stubs for All Sources of Income				
21. Government Benefits (e.g. SS, Temp Assist, Veterans')				
22. Alimony Income				
23. Child Support Income				
24. Professional Appraisals of Personal Property				
25. Rewards Accounts (e.g., Frequent Flyer, Hotel Rewards)				
26. Other				
<b>FINANCIAL OBLIGATIONS (Debt)</b>				
27. Mortgage Statement				
28. Lease				
29. Utility Bills (Electric, Water, Gas)				
30. Car Payment				
31. Student Loan				
32. Alimony Payments				
33. Child Support Payments				
34. Elder Care Facilities				
35. _____				
<b>INSURANCE</b>				
36. Property Insurance				
37. Rental Insurance				
38. Auto Insurance				
39. Life Insurance				
40. _____				
<b>MEDICAL</b>				
41. Health Insurance ID Card (s)				
42. Record of Immunizations/Allergies				
43. List of Necessary Medications				
44. Disabilities Documentation				
45. Living Will (Medical Directive)				
46. Dental Records/ Child Identity Cards / DNA Swabs				
47. _____				

	Have	Need	NA	Date reviewed
<b>MILITARY</b>				
48. Current Military ID				
49. Military Discharge DD 214				
50. _____				
<b>OTHER FINANCIAL/LEGAL DOCUMENTATION</b>				
Account access information				

IMPORTANT: If you are a small business owner, you should make sure that you safeguard your business finances as well: backup computer files routinely, keep original of critical document in an off-site safety deposit box and keep copies in a secure fireproof, waterproof container on site.