

# 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.

## IMPORTANT LEGAL DOCUMENTS THAT APPLY TO MY FAMILY

- |   |                                  |
|---|----------------------------------|
| 1. Birth Certificate(s)/Adoption Papers     | 1. have ____ need ____ N/A ____  |
| 2. Marriage License                         | 2. have ____ need ____ N/A ____  |
| 3. Divorce Papers                           | 3. have ____ need ____ N/A ____  |
| 4. Social Security Card(s)                  | 4. have ____ need ____ N/A ____  |
| 5. Passport/Green Card                      | 5. have ____ need ____ N/A ____  |
| 6. Naturalization Documents                 | 6. have ____ need ____ N/A ____  |
| 7. Will                                     | 7. have ____ need ____ N/A ____  |
| 8. Power(s) of Attorney (personal/property) | 8. have ____ need ____ N/A ____  |
| 9. Mortgage or Real Estate Deeds of Trust   | 9. have ____ need ____ N/A ____  |
| 10. Vehicle Registration/Ownership Papers   | 10. have ____ need ____ N/A ____ |
| 11. ID/Driver's License                     | 11. have ____ need ____ N/A ____ |

**TAX STATEMENTS**

- 12. Previous Year's Tax Returns 12. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 13. Property Tax Statement 13. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 14. Personal Property Tax (i.e. Car Tax) 14. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**FINANCIAL ACCOUNTS**

- 15. Bank/Credit Union Statements 15. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 16. Credit/Debit Card Statements 16. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 17. Retirement Accounts (401K, TSP, IRA) 17. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 18. Investment Accounts (Stocks, Bonds, Mutual Funds) 18. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 19. Other \_\_\_\_\_ 19. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**SOURCES OF INCOME/ASSETS**

- 20. Recent Pay Stubs for All Sources of Income 20. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 21. Government Benefits (e.g. Social Security, Temporary Assistance for Needy Families, Veterans') 21. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 22. Alimony Income 22. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 23. Child Support Income 23. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 24. Professional Appraisals of Personal Property 24. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 25. Rewards Accounts (e.g., Frequent Flyer Programs, Hotel Rewards) 25. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 26. Other \_\_\_\_\_ 26. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**FINANCIAL OBLIGATIONS**

- 27. Mortgage Statement 27. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 28. Lease 28. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 29. Utility Bills (Electric, Water, Gas) 29. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 30. Car Payment 30. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 31. Student Loan 31. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 32. Alimony Payments 32. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 33. Child Support Payments 33. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 34. Elder Care Facilities 34. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 35. Other Debt \_\_\_\_\_ 35. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_



**TAX STATEMENTS**

- 36. Property Insurance
- 37. Rental Insurance
- 38. Auto Insurance
- 39. Life Insurance
- 40. Other \_\_\_\_\_

- 36. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 37. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 38. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 39. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 40. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**MEDICAL**

- 41. Health Insurance ID Card (s)
- 42. Record of Immunizations/Allergies
- 43. List of Necessary Medications
- 44. Disabilities Documentation
- 45. Living Will
- 46. Dental Records / Child Identity Cards / DNA Swabs
- 47. Other \_\_\_\_\_

- 41. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 42. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 43. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 44. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 45. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 46. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 47. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**MILITARY**

- 48. Current Military ID
- 49. Military Discharge DD 214
- 50. Other \_\_\_\_\_

- 48. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 49. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 50. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**OTHER FINANCIAL/LEGAL DOCUMENTATION**

- 51. \_\_\_\_\_
- 52. \_\_\_\_\_
- 53. \_\_\_\_\_

- 51. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 52. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 53. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

We suggest you include a date on each line as you collect and obtain your necessary documents. This will help you track your progress as you work toward preparing your household finances for any unanticipated emergency.

**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.