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
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
12. Landlord/Neighbor Information
13. School Records
14. Bank Accounts
15. Insurance Policies/Entities

1. have _____ need _____ N/A _____
2. have _____ need _____ N/A _____
3. have _____ need _____ N/A _____
4. have _____ need _____ N/A _____
5. have _____ need _____ N/A _____
6. have _____ need _____ N/A _____
7. have _____ need _____ N/A _____
8. have _____ need _____ N/A _____
9. have _____ need _____ N/A _____
10. have _____ need _____ N/A _____
11. have _____ need _____ N/A _____

888-388-HOPE (4673)
www.hopecoalitionamerica.org
**TAX STATEMENTS**

12. Previous Year’s Tax Returns

13. Property Tax Statement

14. Personal Property Tax (i.e. Car Tax)

12. have _____ need _____ N/A _____

13. have _____ need _____ N/A _____

14. have _____ need _____ N/A _____

**FINANCIAL ACCOUNTS**

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 ________________________________

15. have _____ need _____ N/A _____

16. have _____ need _____ N/A _____

17. have _____ need _____ N/A _____

18. have _____ need _____ N/A _____

19. have _____ need _____ N/A _____

**SOURCES OF INCOME/ASSETS**

20. Recent Pay Stubs for All Sources of Income

21. Government Benefits (e.g. Social Security, Temporary Assistance for Needy Families, Veterans’)

22. Alimony Income

23. Child Support Income

24. Professional Appraisals of Personal Property

25. Rewards Accounts (e.g., Frequent Flyer Programs, Hotel Rewards)

26. Other ________________________________

20. have _____ need _____ N/A _____

21. have _____ need _____ N/A _____

22. have _____ need _____ N/A _____

23. have _____ need _____ N/A _____

24. have _____ need _____ N/A _____

25. have _____ need _____ N/A _____

26. have _____ need _____ N/A _____

**FINANCIAL OBLIGATIONS**

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. Other Debt ________________________________

27. have _____ need _____ N/A _____

28. have _____ need _____ N/A _____

29. have _____ need _____ N/A _____

30. have _____ need _____ N/A _____

31. have _____ need _____ N/A _____

32. have _____ need _____ N/A _____

33. have _____ need _____ N/A _____

34. have _____ need _____ N/A _____

35. have _____ need _____ N/A _____
### TAX STATEMENTS

<table>
<thead>
<tr>
<th>No.</th>
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<tr>
<td>36</td>
<td>Property Insurance</td>
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<td>37</td>
<td>Rental Insurance</td>
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### MEDICAL

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<tr>
<td>41</td>
<td>Health Insurance ID Card (s)</td>
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<td>42</td>
<td>Record of Immunizations/Allergies</td>
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<td>43</td>
<td>List of Necessary Medications</td>
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<td>44</td>
<td>Disabilities Documentation</td>
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<td>45</td>
<td>Living Will</td>
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<td>46</td>
<td>Dental Records / Child Identity Cards / DNA Swabs</td>
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<tr>
<td>47</td>
<td>Other</td>
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### MILITARY

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<td>Current Military ID</td>
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<td>Military Discharge DD 214</td>
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<td>50</td>
<td>Other</td>
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### OTHER FINANCIAL/LEGAL DOCUMENTATION

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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.