

Estate Planning Part 2:

Your Records and Personal Information

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Before you see an estate-planning professional, do your homework. It will save you time and money if you prepare your legal documents ahead of time, and when your estate is settled. Take time now to put your estate-planning information together in three-ring notebooks or folders. Clearly label everything, and let your family or executor know where to find the information at the time of your death.

Keeping this information together will also make it easier for you to review it on a regular basis.

What Information Do You Need?

Your attorney or estate-planning professional will want to know the details of your assets and liabilities, including the value, type of ownership, and in whose name each one is listed. These assets and liabilities may include:

- Your residence
- Other real estate
- Bank accounts, cash, and other money accounts
- Stocks, bonds, and mutual funds
- Life insurance policies
- Retirement benefits and IRAs
- Personal property
- Business interests
- Mortgages, notes, and money owed
- Current will and trusts



The following information also will be helpful to your executor(s) as they settle your estate:

- Birth and marriage records
- Names, addresses, and phone numbers of relatives
- Names of family advisers
- Location of any valuable papers not included in your estate-planning notebooks or folders
- Your Social Security number
- Names, account numbers, and locations of financial accounts
- Stock certificates
- Bonds and other securities
- Personal property list
- Insurance policies
- Military record and service number
- Retirement and pension plans
- Information on money owed

Attached to this publication are sample pages to help you list and organize your estate-planning information. If you need additional pages, you may photocopy the ones you need or make your own lists.

Take this information with you when you visit with any estate-planning professionals who help you prepare your will or trust documents.

Putting the information together will be helpful to you. You may find that you are wealthier than you think. Remember to keep this information in a secure location. You may consider purchasing a small fireproof safe to ensure your personal documents and records are protected.

Another thing to keep in mind when preparing your financial documents and important records is your *digital*

estate. With so much vital information stored online, the nature of estate planning has changed to include not only paper documents, but digitized ones as well. This includes online bank and other accounts as well as other kinds of digital assets such as social media, text messages, or even pictures stored in the “cloud” that may have sentimental value for your loved ones. Email accounts and online retail accounts likely house critical

personal information that you may wish securely kept. Unfortunately, planning for digital assets is typically neglected by individuals and their advisors. To ensure the safety and security of this kind of digital information, you will also want to create a digital-estate plan. Refer to *Estate Planning Part 8: Planning Your Digital Estate* (FCS 5-465) to walk you through considerations when preparing your digital assets.

Personal Information

List all members of your immediate family (you, your spouse, and children, including those who are married and/or living away from home).

Name	Address	Date of Birth	Where Birth is Recorded	Social Sec. Number	Military Branch	Military Number	Comments
You							
Spouse							
Children							

Close Relatives or Friends

List those who should be notified when serious emergencies occur.

Name	Address and Phone Number

Family Advisers

List advisers you depend on in your personal and business affairs.

Type of Adviser	Name	Address and Phone Number
Accountant		
Attorney		
Banker		
Broker		
Clergy		
Doctor(s)		
Dentist		
Financial Planner		
Insurance Agent(s)		

Location of Valuable Papers

Being able to find valuable papers quickly is vital to you and your survivors. Under the Location column, clearly identify the specific desk and drawer, closet, safe deposit box, etc., where each valuable paper is kept.

Type of Information

Location

Wills or Trusts and Instructions

Your will or trust	
Spouse's will or trust	
Copies of wills or trusts	
Burial, cremation, funeral directions	
Memorial society membership	
Special letters of instruction	
Power of attorney	
Health care power of attorney	

Personal

Birth certificates	
Baptism certificates	
Marriage certificates	
Adoption certificates	
Divorce certificates	
Death certificates	
Naturalization papers	
Diplomas	
Passports	
Social Security cards	
Government-issued license of ID	
Employment records	
Armed forces records	
Family health records	

Location of Valuable Papers (continued)

Type of Information

Location

Personal Property

Checkbooks	
Savings passbooks and certificates	
Insurance (life, health, accident)	
Stock certificates	
Savings bonds	
Safe deposit box and key	
Income tax records	
Canceled checks and stubs	
Inventory of household goods	
Motor vehicle title(s)	
Registrations — vehicle, pet, etc.	
Guarantees on appliances	
Credit card account information	
List of digital assets*	

Real Estate

Deed to your house	
Deed(s) to other real estate	
Records of property improvements	
Mortgage papers	
Mortgage payment receipts	
Insurance policies	

***Preparing Your Digital Estate**

Your digital estate is vital information stored online, including online bank and other accounts as well as other kinds of digital assets such as social media, text messages, or even pictures stored in the “cloud” that may have sentimental value for your loved ones. Email accounts and online retail accounts likely house critical personal information that you may wish securely kept. Refer to *Estate Planning Part 8: Planning Your Digital Estate* (FCS 5-465) to walk you through considerations when preparing your digital assets.

Banking Services

List the banks, savings and loan associations, credit unions, etc., services that you use.

Financial Firm's Name, Address	Identification Number	In Whose Name(s)
Checking Accounts		
Savings Accounts		
Certificates of Deposit		
Money Market Certificates		
Trust Accounts		
Safe Deposit Box		
Other Services (Include Financial Planners)		

Real Estate and Business Interests

List real estate owned by your family and business interests.
(Kind of Ownership refers to tenancy in common, joint ownership, or single ownership.)

Type of Property	Location (address)	Name(s) of Owner	Kind of Ownership	Date Acquired	Purchase Price

Stocks, Bonds, and Securities

List any U.S. savings bonds, U.S. Treasury securities, government agency securities, corporate and governmental stock certificates, and other securities owned by you or an immediate family member.

Name of Asset	Serial Number	Date Purchased	Purchase Price	Other Useful Information (e.g., Name of Owner, Number of Shares, Maturity Date)

Mutual Funds

List each mutual fund and money market fund owned by you or a member of your immediate family.

Company Name and Fund Type	Identification Number	Date Acquired	Original Amount	Other Useful Information (e.g., Name of Owner, Number of Shares, Maturity Date)

Other Personal Property

List motor vehicles, boats, mobile home, and other items of value (jewelry, antiques, books, collections, royalties, patents, etc.) owned by you or a member of your immediate family.

Name of Asset	Date Acquired	Purchase Price or Value	Other Useful Information (e.g., Name of Owner, Number of Shares, Maturity Date)

Property Insurance

Owners of property carry insurance on different kinds of risks such as fire, wind, liability, theft, etc. In this section, inventory your insurance policies.

Description of Property Insured	Kind of Risk Insured	Amount of Coverage	Policy Number	Name of Company
Real Estate				
Motor Vehicles				
Other Property				
Personal Liability				
Other				

Life Insurance and Annuities

List all life insurance policies and annuities carried on members of your immediate family. Indicate the kind of policy, such as term, whole life, endowment, family income, etc. If the owner of the policy is not the person insured, list both the owner and the insured.

Person Insured	Kind of Policy	Policy Face Value	Policy Number	Beneficiary	Name of Insurance Company

Health Insurance — Accident, Disability, Hospital

Include primary health-care insurer, major medical, other employer’s insurance, Medicare, long-term care insurance, and/or individual policies on family members.

Person(s) Insured	Kind of Policy	Amount of Coverage	Policy Number	Name of Group or Company Providing Insurance

Social Security, Employment, and Retirement

Information concerning these items is often needed in filing applications, checking records, settling estates, etc.

Social Security

Name of Insured Social Security Number

Name of Insured	Social Security Number

Employment Record

Name of Family Member Employer's Name Employment Date

Name of Family Member	Employer's Name	Employment Date

Retirement, Pension, or Profit-Sharing Plan

Person in Plan Plan Name

Person in Plan	Plan Name

Money Owed

This list can help you determine how much of your future income or other assets you have promised to others. It will be extremely valuable to those who handle your affairs during any serious illness you have or after your death.

Person/Company Owed	Address	Size of Original Debt	Terms of Payment

The Estate Planning Series

This publication is part of a ten-part series on estate planning. The publications in this series are:

- Part 1: *Getting Started*
(FCS5-420)
- Part 2: *Your Records and Personal Information*
(FCS5-422)
- Part 3: *Selecting Your Team*
(FCS5-423)
- Part 4: *Financial Planners*
(FCS5-424)
- Part 5: *Wills and Probate in Kentucky*
(FCS5-425)
- Part 6: *Trusts*
(FCS5-426)
- Part 7: *Federal and State Estate Taxes*
(FCS5-427)
- Part 8: *Planning Your Digital Estate*
(FCS5-465)
- Part 9: *How to Settle an Estate*
(FCS5-436)
- Part 10: *A Glossary of Terms*
(FCS5-428)