



"How to" E-book Series by Susan Sandys

HOW TO:

ORGANIZE YOUR LOVED ONE'S PAPERS



Susan L. Sandys

Call at (602) 996-4076
susan.sandys@azbar.org
3802 E Shangri La Rd
Phoenix, AZ 85028

HOW TO:

ORGANIZE YOUR LOVED ONE'S PAPERS

BEFORE YOU START

Have lots of file folders, pens, labels, trash bags, boxes, rubber bands, a shredder and **lots and lots of patience**. It may be overwhelming to see what your loved one has kept.

Do not be too quick to toss. All too often something that appears insignificant at first actually proves significant later. You can shred to your heart's content after you have had a chance to inventory everything.

Do not give into pressure from anxious and/or greedy family members. You want to take the right amount of time to be sure you have a complete picture of your loved one's papers.

WHAT ARE YOU LOOKING FOR?

ACCOUNTS

- Bank And/Or Credit Union
- Brokerage—non-retirement (non 401K, non 403b, non IRA)

- Brokerage—retirement (401K, 403b, IRA, annuity, deferred compensation, pension)
- Certificates Of Deposit
- Savings Bonds

BENEFITS

Employee Benefits

- Medical
- Dental
- Vision
- Basic life insurance
- Supplemental life insurance
- Dependent life insurance
- Short-term disability
- Long-term disability
- Retirement plan
- Pension
- Flexible savings account
- Health savings account
- Limited flexible savings account
- Deferred compensation

Social Security Benefits

- Info re: direct deposit of Social Security checks

Veterans Benefits

- Documents reflecting your loved one's benefits
- Military discharge form: DD Form 214—a very important document for veterans benefits

BILLS

- Mortgage
- Electricity—APS and/or SRP
- Water
- Cable
- Internet
- Landline
- Cell phone
- Credit cards
- Tuition
- Student loans
- Debts
- Medical bills
- Home security system

- Document protection for devices
- Money owed to family members

INSURANCE

- Vehicle
- Home
- Renters
- Medical
- Disability
- Mortgage
- Umbrella
- Life
- Longterm care
- Home warranty
- Cell phone
- Accidental Death and Disability Insurance through a credit union

LEGAL DOCUMENTS

- Estate Planning documents
- Burial/cremation instructions of prepaid plans
- Deeds to property
- Employment contracts
- Partnership agreements
- LLC or Inc. documents
- Leases
- Loan documentation
- Trademarks, patents, copyrights, royalties

PERSONAL

- Driver's license
- Social Security card
- Marriage certificate
- Divorce/separation papers
- Citizenship papers
- Passport
- List of friends and relatives to notify of the death
- Address book
- Keys: safe deposit box, house, storage closets, cars, home safe, and combos to locks

- Tax returns
- Membership cards or documents
- Magazine subscriptions
- List of Personal Belongings
- Church membership documents
- Documentation regarding timeshares
- Frequent flyer membership information
- Documentation regarding pet vaccinations, health and pedigree
- Passwords and user names for digital assets

PROFESSIONALS

- Accountant:
Name, address, phone, email, website
- Attorney:
Name, address, phone, email, website
- Doctors:
Name, address, phone, email, website, specialty
- Financial Advisor:
Name, address, phone, email, website

TITLES

- Car:
- Trailer:
- Boat:
- RV:
- ATV:
- Motorcycle:
- Scooter:

Please see my blogs for more information on how to organize your loved one's papers.



Disclaimer

This manual is designed for general information only. The information presented is neither formal legal advice nor the formation of a lawyer/client relationship. Persons using this manual are encouraged to seek independent counsel for advice regarding their individual legal issues.