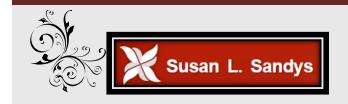
"How to" E-book Series by Susan Sandys



# HOW TO:

## **ORGANIZE YOUR LOVED ONE'S PAPERS**





Call at (602) 996-4076 susan.sandys@azbar.org 3802 E Shangrí La Rd Phoeníx, 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

Prepared by Susan L. Sandys/Attorney; <u>www.susansandys.com</u>.

- 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.