



DROP DEAD FILE CHECKLIST

Include **WHERE** to locate documents and information.

Legal Documents:

- Will or Trust
- Durable Power of Attorney
- Advanced Medical Directive or Health Power of Attorney
- POLST (if needed)
- HIPAA
- Veterans benefits need a separate Power of Attorney

Financial Documents:

- Banking
- Investments (mutual funds, stocks, bonds, collections)
- Retirement (IRAs, Pensions, 401(k), Social Security)
- Personal Notes
- Debt
- Name of Financial Advisor

Deeds and Titles:

- Real Estate
- Time shares
- Titles to vehicles, anything with a VIN

Insurance:

- Agent Contact Info
- Auto insurance
- Life insurance
- Liability insurance (umbrella policy)
- Homeowner's insurance
- Long-Term Care insurance

Taxes:

- Tax records
- Expected returns or liability
- Contact info of tax professional

End of Life:

- Prepaid funeral arrangements
- Cemetery plot
- Instructions about the body
- Instructions for funeral or memorial service, if any
- Obituary info
- Call list of those to notify
- Death certificates estimated number
- Notify employer, Social Security, pension plans, etc.
- Instructions for pets
- Who and how will personal property be dispersed.
(Will or Trust)

Online Accounts and Digital Property:

- Accounts including social media with instructions
- Usernames
- Passwords



EXAMPLE OF DROP DEAD FILE BY AGE PROGRESSION FOR JAMES AND JOY

James as a college student. He kept these documents at his parent's home in a lock box.

Legal Documents:

- Will (simple instructions about his body and personal property)
- Durable Power of Attorney
- Advanced Medical Directive
- HIPAA

Financial Documents:

- Banking—Basic checking and savings. Bank and account numbers.
- Retirement—James started a traditional IRA. Where to find the statement of the account.
- Debt—Life insurance with parents as beneficiaries to pay off student loans and compensate for their help.

Deeds and Titles:

- Where to find the title of his car.

Insurance:

- Agent Contact Info
- Auto insurance
- Life insurance—Parents listed as beneficiaries.

Taxes:

- Last return in lock box
- Current employment address and phone

End of Life:

- Instructions about the body—he desires cremation.
- Instructions for his memorial service.
- He wants some of his personal property given to family and friends. The rest to charity.

Online Accounts and Digital Property:

- There was no digital property when James was this age.

James when he first married Joy. These are instructions for BOTH of them. They placed all these documents in a safe deposit box at their local bank. The key to the safe deposit box was found in home office desk.

Legal Documents:

- Will (instructions to each other and a named personal representative)
- Durable Power of Attorney
- Advanced Medical Directive
- HIPAA

Financial Documents:

- Banking (name of bank and account numbers)
- Retirement—James and Joy each have a traditional IRA. New 401k for James and PERS for Joy.
- Debt—James and Joy each know about their respective student loans. Student loan documents in the safe deposit box at the bank.

Deeds and Titles:

- Real Estate—Record of the financial transaction to purchase first home.
- Titles to autos—They are both on the titles. Titles in the safe deposit box.

Insurance:

- Agent Contact Info
- Auto insurance
- Life insurance—James and Joy listed in first position, parents in second.
- Homeowner's insurance
- Death insurance info

Taxes:

- Where to find the file for tax records—home office file cabinet, lower drawer.
- Tax professional from last filing
- Expected refund or liability

End of Life:

- Instructions about the body—cremation
- Instructions for memorial service
- Obituary info
- Call list of those to notify
- Death certificates—estimated 4 needed.
- Notify employer—check on any unused vacation or life insurance.
- Notify Social Security.
- Will directs personal property to family and friends.

Online Accounts and Digital Property:

- No digital property at this age.

James' and Joy's Drop Dead File with Children kept in the safe deposit box at the local bank.**Legal Documents:**

- Will that directs the establishment of a trust upon death for the children. Guardians are named in the will.
- Durable Power of Attorney
- Advanced Medical Directive
- HIPAA

Financial Documents:

- Banking
- Investments—mutual fund account
- Retirement—Traditional IRAs, 401k for James, PERS for Joy
- Debt—Student loans are paid, credit cards paid off each month.
- Contact info for their financial advisor.

Deeds and Titles:

- Real Estate—kept only a few documents from the purchase of the home.
- Joint titles on the autos

Insurance:

- Agent Contact Info
- Auto insurance
- Life insurance—listed each other as beneficiaries. Now direct death benefits toward the estate to set up a trust in the event of both parents.
- Homeowner's insurance
- Health insurance

Taxes:

- Tax records—found in the home office.
- Expected returns or liability
- Contact info of tax professional

End of Life:

- Instructions about the body - cremation.
- Instructions for the memorial service.
- Call list of those to notify.
- Death certificates - 4 needed
- Notify employer and check for any unpaid leave and life insurance.
- Notify Social Security, PERS, 401k and IRA financial institutions.
- Instructions for pets—James and Joy have a friend who will take the dog.
- The will directs how to disperse the personal property. The guardians will receive most of it. A few items to other family members and friends.

Online Accounts and Digital Property:

- No digital accounts.

James' and Joy's Drop Dead File at age 60. Important physical papers kept in the safe deposit box at the local bank, some are digital, and some are located at the home office. The summary is kept in the home office file drawer.

Legal Documents:

(kept in safe deposit box with copies in home office)

- ☑ Trust established with many details and titles of home, autos, etc in the trust.
- ☑ Business documents. Operational Agreement and Buy/Sell.
- ☑ Durable Power of Attorney
- ☑ Advanced Medical Directive
- ☑ HIPAA

Financial Documents: (kept in the home office)

- ☑ Banking—most reoccurring bills are automatically deducted from the bank account.
- ☑ Investments—portfolio printed out annually with contact info of financial advisor/broker. All investments checked annually for listed beneficiaries.
- ☑ Retirement—Plans for when and how to begin collecting Social Security, draw on IRAs, 401k, and PERS. Plan was compiled by financial advisor.
- ☑ Debt—pay off credit cards each month. Statements are kept in the home office, lower file drawer in the file cabinet.

Deeds and Titles: (kept in safe deposit box)

- ☑ Real Estate
- ☑ Time share documents.
- ☑ Titles to vehicles, boat, jet skis, motorcycles and snowmobile.

Insurance: (kept in the home office)

- ☑ Agent Contact Info
- ☑ Auto insurance
- ☑ Life insurance until age 80.
- ☑ Liability insurance - umbrella policy was added when business was started.
- ☑ Homeowner's insurance
- ☑ Long-Term Care insurance.

Taxes: (kept in the home office)

- ☑ Tax records
- ☑ Expected returns or liability
- ☑ Contact info of tax professional. The professional handles business and personal taxes.

End of Life: (kept in the home office or as directed)

- ☑ Prepaid funeral arrangements in the safety box. Copy in the home office.
- ☑ Instructions about the body—cremation with direction of how to disperse the ashes.
- ☑ Instructions for memorial service including location and order of service
- ☑ Obituary info in the file drawer.
- ☑ Call list of those to notify
- ☑ Death certificates—6 needed
- ☑ Notify employer or business partner agreement.
- ☑ Social Security, PERS, IRA or 401k financial institutions.
- ☑ Instructions for pets—Jay will take the dog.
- ☑ Detailed instructions in the will for personal property to the children and others.
- ☑ All documents also scanned and stored on The DTOA cloud storage

Online Accounts and Digital Property:

- ☑ Accounts including social media with instructions—Facebook, LinkedIn, and Twitter instructions.
- ☑ Password keeper that has all digital accounts with username and passwords.