

Where to Find Stuff When I'm No Longer Here PCBUG

Think about your executor, digital executor, family, etc. having to find the below items after you are gone. Being able to find the documents, etc. will make it easier to finalize things.

- Go into the detail on everything as if you were the person looking for the document, etc.
- *Using the Word or Excel check list*, input your information in the categories that apply to you, delete those that don't, and add those that do.
- You need to keep the document updated when there are changes to the information.
- Make sure the right people know where to find the document.

Where to save your document:

- Save it on your hard drive and
- Save it to a flash drive.
 - Create one each for the appropriate people.
- Encrypt the file on your hard drive or flash drive and give them the password.
- *I will print the document after I have completed and/or revised it and include it in the binder that includes my important documents. JT*
- Use a password manager for all of your online presence – account / login / username / password, etc.
- Give master password to digital executor and/or executor.

*Thanks to Jerry Heath, Central Kentucky Computer Society, for starting this document.
Additional information added by Judy Taylour, SCV Computer Club
Dr. Garry Sexton, Greater South Bay Users Group, David Shulman, Westchester PCUG.*

Note to Family Members:

- You may want to start with a note to your relative(s) as to why you have created this document. Be sure to change the date each time you update the information.

Valuable Papers

- Where do you keep your valuable papers?
- Safe deposit box – do you have one, where?
- Where is the key?
 - Some banks charge up to \$150 to open it
- Fireproof safe? (how do they get access?)
- File cabinet?
- Photographs and photo albums

Social Security Number

- Where is it located
- Needed by
 - Funeral Home
 - Armed Forces for benefits
 - If military where is the Form DD214 (Report of Separation from the Armed Forces of the United States)

Birth Certificate

- Location of your birth certificate official copy and photocopies. More than one copy may be needed.

Proof of Identity and Relationship(s)

Where are they located

- Driver license
- Passport
- Armed Forces discharge papers
- Prenuptial agreement(s)
- Marriage certificate(s)
- Divorce certificate(s)
- Divorce settlement(s)

Will / Living Trust

- Where is the original copy of your Will/Living Trust? Do you have more than one original copy? (Recommended) Where are they?
- Who are your witnesses and how to locate the witnesses? (If they are all deceased or not available, you may want to do a new Will/Living Trust)
- Bank accounts associated with the Trust

Advance Directive

- Health Care Proxy
- Do Not Resuscitate (DNR)

Power of Attorney

- Name of person appointed to Power of Attorney
- Power of Attorney documentation
- Name of attorney or law firm that created your Advance Directive, Power of Attorney, Trusts, and Will or Living Trust
- Law firm contact information (phone / e-mail)

Funeral Arrangements

- If you have made funeral arrangements what are the details
- Where is the information
- Are you donating your body to science?
 - Detailed information

Burial Plot

- Have you purchased a cemetery lot?
- Where
- Status of it
- Location of deed

Obituary

- Have you written your obituary?
- Location

Medical Information

- Name of plan
- Plan number
- Phone number
- Primary care MD
- How does the plan want to be notified of a member's death?

Automatically Renewing Medications

- Name of medication
- Name of pharmacy
- Contact information
- Name of doctor who prescribed medication
- Doctor contact information

Insurance Policies

- Life insurance
 - Beneficiaries
- Car insurance
- Home insurance
- Other insurance policies (theft, fire, earthquake, etc.)
 - List each insurance policy and policy number
 - List the company which underwrites it

- Phone number and person to contact
- Where are the original policies? (If you don't know, maybe you should apply to the company and ask for a duplicate policy.)
- Life insurance beneficiaries

Bank Account(s)

- What bank accounts do you have?
 - Checking
 - Savings
 - Money Market
 - Certificates of Deposit (CDs)
 - Debit Card
- In what bank(s)
 - What are the account numbers?
- Are you a treasurer for any club where you control someone else's money?
- Name of organization
- Who should funds go to
- Contact Information
- Bank
- Account number(s)
- Where are bank statements

Tax Returns

- Most recent W-2 forms / Social Security information received in January
- Income tax returns for current and previous year, including 1040 variations and 1099s, if applicable

Investment Portfolio

- Company
- Agent name
- Phone
- email
- Account number(s)
- Do you keep track of them in your computer?
 - Where are the monthly reports?
 - Stocks
 - Bonds
 - Mutual funds

Pension Plans and Retirement Benefit Information

- Do you receive any retirement checks?
- Will they continue to be paid to beneficiaries?
- Who pays them?

- Who do you contact?
 - 401(k) or 403(b)
 - Roth IRAs
 - Work pension plan

Debts

- What debts do you have?
- To whom
- Where are the papers for them?

Credit Charge Cards

- Card number(s)
- Expiration date(s)
- Recent account statement(s)
- Login and password information for online account management (password program, etc.)

Store Charge Cards

- Name(s)
- Card number(s)
- Expiration date(s)
- Recent account statement(s)
- Login and password information for online account management (password program, etc.)

Gasoline Credit Cards

- Name(s)
- Card number(s)
- Expiration date(s)
- Recent account statement(s)
- Login and password information for online account management (password program, etc.)

Title or Deeds to Any Property

- Where is the deed to the house?
- Is it paid off?
- Mortgage company
- Contact information
- How much did you pay for the house and when did you buy it?
- If renting, where is the rental agreement
- Where are the tax assessment papers?
- Has your property been surveyed?
- Where is the survey

Other Real Estate

- Do you own other property?
- Where
- Answer same questions found under house above

House and Other Keys

- Where do you keep extra house keys if any?
- What keys do you carry with you?
- What do they fit?

More Keys

- Do you possess keys to anyone else's house?
- Where do you keep them?
- Who should get them?

Combination Lock

- What is the combination to any locks you have?
- Do you have padlocks
- Where are the keys

Household Utilities

- Electricity
- Gas
- Water
- Phone
- Cable
- Internet
- Gardener

Car

- Where are the registration papers?
- Is there a car loan(s)?
- Copy of agreement(s)

Pets

- Discuss the disposition for any pets you may have.
- Veterinarian
- Contact information

Post Office Box

- Do you have a PO Box?
- Number
- Where is the key

Hidden Cash Money

- Do you have cash hidden somewhere? (Wouldn't it be a shame if the old sofa was sold for \$100 and you had \$200 in cash hidden in it?)

Tickets

- If you have purchased season tickets to stage shows, basketball, football or hockey games, where do you keep your tickets waiting for the time to use them?

Organizations

- Do you belong to organizations that need to be notified?
- Name(s)
- Contact information

Papers for Family Members

- If you have established file folders for specific family members to have – perhaps some collectables -- where do you keep them
- Things you might like to see happen. (Remember these are not binding unless specifically mentioned in a valid will/living trust.)

Online Presence / E-mail Accounts / Social Media....

- Use a password manager program so all the account names, numbers, logins, passwords etc. are in the same location. Give master password to Digital Asset Executor, encrypted file on your hard drive, flash drive, notebook. Create list of 2FA codes (include in password manager program).

E-mail accounts	Facebook
Website domain names	Twitter
Online banking accounts	LinkedIn
Automatic bill pay	Frequent Flyer cards
Credit cards	Loyalty programs
Cell phone	Computer(s)
Cloud storage	External hard drive(s)
Photo storage	Flash drives
Online backup	Instagram

- Do not include any log-ins, passwords in a will = public document
- Make it easier for your digital executor....
 - Research how to close accounts
 - Create list of URLs
 - Download instructions
- Close down e-mail accounts and phone last
- Facebook, various companies, etc. might need to send a verification email that your digital executor needs to respond to
- Contact all three credit bureaus and add a free credit freeze to restrict access to your credit report
- Makes it more difficult for identity thieves to open new accounts in your name

Equifax Office of Consumer Affairs P O Box 105169 Atlanta, GA 30348	Experian P O Box 9701 Allen, TX 75013	Trans Union P O Box 6790 Fullerton, CA 92834
1-800-685-1111	1-888-397-3742	1-800-888-4213

- Create an IRS account before the crooks do it for you <http://bit.ly/1G8iFiv>
- <https://sa.www4.irs.gov/eauth/pub/login.jsp>
- Create a Social Security account
- <http://www.ssa.gov/myaccount/>
- Do you really need all of your online accounts?
- Have you had some for a gazillion years and haven't used them for a long time?
- Why not close them = one less thing for your digital asset executor to do