

PERSONAL AFFAIRS RECORD

OF

1st Name M Name Last Name

SS# XXX-XX-XXXX DOB XX/XX/XXXX
Driver's License # XXXXXXXXXX Passport # XXXXXXXXXX
Medicare/Medicaid ###

1st Name M Name Last Name

SS# XXX-XX-XXXX DOB XX/XX/XXXX
Driver's License # XXXXXXXXXX Passport # XXXXXXXXXX
Medicare/Medicaid ###

PERSONAL ACCOUNTING:

Accounting for all Accounts that I follow are recorded in Quicken -> PW for all QKN files -> XXXXX
Our Quicken file is -> X & X QKN Data
There are Back-Ups for all these files in my OneDrive->Quicken and/or Dropbox->QKN BackUps
PW for all Quicken files -> XXXXXXXXXXXXX
PW to Name's Desktop and Laptops is XXXXXXXX
Passcode for both our iPhones & iPads is XXXXX
Credit Cards, Passports etc are in the

PASSWORDS:

All Passwords (Bank Acct, Credit Cards, etc.) are in an "Password Protected" Excel file -> The XXXXXXXX
This file contains all-most Passwords ever used
The Password to the file -> XXXXXXXX

BANKING/FINANCIAL ACCOUNTS:

A) Financial Institution Name & Phone email or other contact

- 1) Checking Account # XXXXXXXXXX (Our major Joint Checking Acct)
All bills are paid from this account - via:
Bill Pay - thru Bank Website -> Most monthly expenses are paid thru Bill Pay
Auto Pay -> all Credit Cards are on "AutoPay" to this account
There are checks, but seldom used
- 2) ATM Cards Info (Not Used Very Often) XXXXXXXXXXXXXXXX & XXXXXXXXXXXXXXXXXXXX
- 3) Safe Deposit Box – Where is the Box and where is the key
- 4) Items are in Safe(s) Ours LXX RXX LXX Mom's LXX RXX LXX RXX
- 5) There is a HELOC Acct # XXXXXXXX - See Below
- 6) HSA Info such as - We each have an HSA at ????????

B) Credit Union

- 1) Checking # XXXXX-XX & Savings Account # XXXXXX-XX (Name's Personal Acct)
(Note – There is a small Life Insurance Policy w/ the Acct)

C) Financial Institution Acct Manager's Name & Phone email or other contact

Non-Qualified:

- 1) Account (Non-qualified) # XXXX-XXXX
Our Main General Schwab Investment Acct
- 2) Account (Non-qualified) # XXXX-XXXX
Other Investment Account

Qualified:

- 3) Account (Qualified) # XXXX-XXXX
Name's Self-Directed IRA
- 4) Account (Qualified) # XXXX-XXXX
Name's Self-Directed IRA

NOTE: All accounts should have a POD or Beneficiary statement

NOTES RECEIVABLE:

A) Loan to: Acct Manager's Name & Phone email or other contact

- 1) Original Loan Date / Amount 01/01/2018 \$ XXX,000.00
- 2) Interest payments only (Quarterly)
- 3) Balloon Due \$XXX,000
- 4) Collateralized with ????????
- 5) Note in Safe

B) Loan to: Acct Manager's Name & Phone email or other contact

- 1) Original Loan Date / Amount 01/01/2018 \$ XXX,000.00
- 2) Interest payments only (Quarterly)
- 3) Balloon Due \$XXX,000
- 4) Collateralized with ????????
- 5) Note in Safe

LOANS / NOTES PAYABLE:

A) Mortgage – Financial Institution Acct Manager's Name & Phone email or other contact

- 1) Loan Amount Available \$ XXX,000.00
Current Balance as of Jan 2021 => \$ -0-

B) HELOC – Financial Institution Acct Manager's Name & Phone email or other contact

- 1) Loan Amount Available \$ XXX,000.00
Current Balance as of Jan 2021 => \$ -0-

LIFE INSURANCE Info (Term/Whole):

A) Insurance Company/Trust

Insurance Services Co

Phone

Name Acct # XXXXXXX-90

Term (w/AD&D) Coverage => \$XXX,000

Name Acct # XXXXXXX-91

Term (w/AD&D) Coverage => XXX,000

Wills:

Copies of Wills are ??? Where ???.

Wills were prepared at Law Firm

Prepared by Name & Phone email or other contact

CREDIT CARDS:

A) VISA

| | | | | |
|-------------------------|-------|---------------------|-----------|--------------|
| 1) Citi Costco VISA | K & T | XXXX XXXX XXXX XXXX | Exp 02/21 | 855.378.6467 |
| 2) Chase Southwest VISA | K & T | XXXX XXXX XXXX XXXX | Exp 07/22 | 800.792.0001 |
| 3) Chase Marriott VISA | K & T | XXXX XXXX XXXX XXXX | Exp 12/23 | 800.338.5960 |
| 4) USAA VISA | K | XXXX XXXX XXXX XXXX | Exp 06/22 | 800.531.0762 |
| 5) Melaleuca VISA | K | XXXX XXXX XXXX XXXX | Exp 09/24 | 888.480.5046 |

B) MasterCard

| | | | | |
|--------------------------|-------|---------------------|-----------|--------------|
| 1) Chase IHG MasterCard | K & T | XXXX XXXX XXXX XXXX | Exp 12/23 | 800.698.0120 |
| 2) L. L. Bean MasterCard | T | XXXX XXXX XXXX XXXX | Exp 07/21 | 866.484.2614 |

C) American Express

| | | | | |
|------------------------|---|---------------------|-----------|--------------|
| 1) Hilton HHonors AMEX | K | XXXX XXXX XXXX XXXX | Exp 05/22 | 800.297.1000 |
| 2) Hilton HHonors AMEX | T | XXXX XXXX XXXX XXXX | Exp 04/22 | 800.297.1000 |
| 3) Delta SkyMiles AMEX | K | XXXX XXXX XXXX XXXX | Exp 06/21 | 800.257.0770 |

TRAVEL CARDS:

A) Southwest Airlines

- 1) Name XXXXXXXXX
- 2) Name XXXXXXXXX

B) Delta SkyMiles

- 1) Name XXXXXXXXX
- 2) Name XXXXXXXXX

C) American Airlines

- 1) Name XXXXXXXX
- 2) Name XXXXXXXX

D) Jet Blue Airlines

- 1) Name XXXXXXXX

E) Hotel Cards

- 1) Hilton Honors XXXXXXXXX
- 2) Marriott - Name XXXXXXXXX
- 3) Marriott - Name XXXXXXXXX
- 4) Hyatt XXXXXXXXX
- 5) Best Western XXXXXXXXXXXXXXX
- 6) Priority Club XXXXXXX (Holiday Inn-Crown Plaza-Inidgo-Staybridge)
- 7) Choice Privileges XXXXXXX (Comfort Inn-Clarion-Roadway)
- 8) Wyndhan XXXXXXXX

F) Car Rental

- 1) Hertz XXXXXXXX
- 2) Budget XXXXXXXX

MISCELLANEOUS ACCOUNTS:

- 1) Utilities (PNM - NM Gas CO - City of ABQ trash - HOA
- 2) Home, Auto & Umbrella Insurance - w/what Co How paid – such as monthly Draft from Chkg
- 3) Comcast / xFinity (TV – Internet – Phone)
- 4) Verizon - 4 Phones
- 5) Sirius XM Radio - Both Autos on same Acct
- 6) Netflix
- 7) A-Tech Security
- 8) Health Insurance Co
- 9) Starbucks
- 10) USSA Acct ###s Name - XXXX XX XX Name – XXXX XX XX

PROFESSIONAL ACCOUNTS:

1) What Assoc

Member # XXXXXXXX

Phone #

2) What Assoc

Items needed

PayPal info

Run Credit Report and check if anything to add

Check for correct titling on bank accts

Check Beneficiaries for Correctness

Financial Steps to Consider when a Loved One Dies

The death of a loved one is perhaps the most stressful event most of us will endure. Beyond the initial tasks of making final arrangements, one must make important financial decisions. The checklist below is provided to help guide you through the initial months after the death of a loved one.

Note: Some of the following tasks may have to be completed by the estate's executor.

- Obtain at least 10 certified copies of the death certificate. You will need them to apply for government and employer benefits, as well as most other financial transactions.
- Locate financial documents such as wills, trusts, deeds and titles. In addition, gather statements for investments and insurances the deceased held. Look for important legal documents such as marriage or divorce documents, birth or adoption certificates and military papers.
- Contact your loved one's advisors including their attorney, accountant and financial advisor.
- Report the death to the Social Security Administration by calling 1-800-772-1213. If your loved one was receiving benefits at the time of their death, do not cash any checks, and return them as soon as possible. You may be eligible for a death benefit and/or survivor's benefits. Contact your local office or go to www.ssa.gov for additional information.
- Be sure to pay bills and debts owed in a timely manner, such as mortgage payments.
- Cancel your loved one's credit cards – unless you are named on the card and wish to retain it.
- Contact your loved one's employer and inquire about benefits you may be entitled to including: pension plans, salary, sick or vacation pay owed to your loved one. Ask about life insurance benefits or survivor's benefits (including health insurance) for a spouse or children. If the death is work related, beneficiaries may be eligible for worker's compensation benefits.
- Contact any past employers regarding retirement and pension plans or insurance benefits.
- Contact your loved one's union or professional organizations. Some offer pension and life insurance benefits.
- If your loved one was a business owner, determine if there was life insurance, buy-sell agreements or other items that must be taken care of immediately.
- File life insurance claims.
- Obtain a date-of-death value on all financial assets including; brokerage account assets, investments, annuities, insurance policies, bank accounts, CDs, and other assets.
- Re-title jointly held assets and transfer other assets to the proper beneficiary.
- Change ownership and titles on home, automobiles, investments, safe deposit boxes and other financial accounts.
- Have the attorney file the will or conduct probate and notify creditors of the death.
- Have the accountant prepare any required Federal and state estate tax, individual income tax and/or trust income tax returns.
- Update your own estate plan, including wills.
- Update your personal beneficiaries on IRAs, pensions, life insurance, and other accounts.

While it may seem to be overwhelming at first; by following the guidelines above we hope that you can more easily navigate the process.