

It's human nature to push off what isn't urgent. But now is the time to do the tedious work of inventorying your assets so that when you pass away, your loved ones won't be scrambling. This checklist is designed to help you gather these details together in one place. Store this confidential information in a secure and locked location to prevent fraud.

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	Name	Phone	Email
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Financial Advisor			
Power of Attorney -			
Healthcare			
Power of Attorney -			
Property			
Executor			
Successor Trustee			
Attorney			
Accountant			

### SAFE DEPOSIT BOX KEY AND LOCATION

Facility Name	Address	Box Number	Notes (key location, etc)

#### IMPORTANT DOCUMENTS

- ☐ Last Will and Testament
- □ Revocable Trust
- ☐ Power of Attorney for Property
- ☐ Healthcare Power of Attorney (including Living Will and/or DNR documentation)

COMPLETED AS OF \_\_\_\_\_

☐ Irrevocable Trust

### LOCATION OF DOCUMENTS



## FINANCIAL ACCOUNTS

(including savings accounts, checking accounts and investment/brokerage accounts)

Financial Institution	Account Type	Name on Account	Account Number Last 4 Digits	Misc./Contact Person

## RETIREMENT ACCOUNTS

(including 401K plans, ESOP programs, profit sharing plans, defined benefit plans, IRAs or SEP-IRAs, Roth IRAs, CDs)

Financial Institution	Account Type	Name on Account	Account Number Last 4 Digits	Named Beneficiary(ies)	Misc./Contact Person



## **INSURANCE POLICIES**

Company / Contact	Policy Type	Insured	Policy Number	Amount

## REAL ESTATE/PROPERTY HOLDINGS

Copies of pertinent documents for each property:

Deeds	Uniform Residential and/or Commercial Appraisal
Purchase Agreements	Reports
Notes	Insurance
Original Mortgage	Property Tax
Rental and/or Lease Agreements	

Address	Ownership Title	Property Index Number (PIN)	Estimated Value



# LOAN/CREDIT CARDS/RECURRING BILLS

(including mortgage, auto/boat, student, medical and credit card accounts)

Lender/Payee	Name on Account	Account Number Last 4 Digits	Misc. (Payoff date, auto-debit, etc)

## **BUSINESS OWNERSHIP**

Business Name	Ownership %	Value	Misc./Contact Person



## PERSONAL PROPERTY

Item	Itemize any of the following, provide approximate value and any special instructions:								
	Antiques	□ Art	☐ Collections (gold, coins, stamps, etc.)						
	Boats (include title and insurance)	Pets							
	Cars (include title and insurance)	□ Other							
	Item	Value	Special Instructions						

## INCOME/CHARITABLE ASSETS

Itemize any sources of income or charitable assets, including but not limited to: Social Security, employment or pension income, donor advised funds, private family foundation, and other notes/loans/money owed to me.

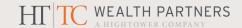
Income / Assets	Value	Contact Person/Special Instructions



## DIGITAL ASSETS

List any computer software accounts, social media accounts, cloud-based files, photo storage, entertainment accounts (Netflix, Hulu, etc.)

Account Type	Name on Account	Login Information/Email	Misc.



### **ADDITIONAL INFORMATION**

List any extra information you wish for your loved ones to know.

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Life happens. Let's plan for it, together.



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