CHECKLIST OF IMPORTANT LEGAL DOCUMENTS AND FINANCIAL STATEMENTS

Please review the list of important documents below and check whether you have the document, whether you need to obtain the document or whether the document does not apply to your household. Next, collect the documents you have and obtain the ones you still need. These documents, along with the completed forms provided here, make up your Emergency Financial First Aid Kit (EFFAK).

Once you have all of these documents together, you should make a copy of your entire EFFAK. As important information is often printed on the backs of these documents, please be sure to copy both sides.

Because these documents contain such important and personal information, we strongly recommend that you keep all original documents, photographs and computer backup disks in an off-site safety deposit box. And be sure to keep the key to your safety deposit box in a safe place too!

In addition, keep a copy of your EFFAK and copies of your original documents at home in a fireproof/waterproof metal box or safe. Because ATMs do not work when electricity is out or they may not be restocked during an emergency, be sure to include some $10 and $20 bills in your storage box.

If you have an attorney, you may also want to provide them with a copy of your EFFAK in a sealed envelope to be opened with your approval, or in the event you become incapacitated.

IMPORTANT LEGAL DOCUMENTS THAT APPLY TO MY FAMILY

1. Birth Certificate(s)/Adoption Papers	1. have _____need _____N/A _____
2. Marriage License	2. have _____need _____N/A _____
3. Divorce Papers	3. have _____need _____N/A _____
4. Social Security Card(s)	4. have _____need _____N/A _____
5. Passport/Green Card	5. have _____need _____N/A _____
6. Naturalization Documents	6. have _____need _____N/A _____
7. Will	7. have _____need _____N/A _____
8. Power(s) of Attorney (personal/property)	8. have _____need _____N/A _____
9. Mortgage or Real Estate Deeds of Trust	9. have _____need _____N/A _____
10. Vehicle Registration/Ownership Papers	10. have _____need _____N/A _____
11. ID/Driver's License	11. have _____need _____N/A _____

Tax Statements

12. Previous Year's Tax Returns — 12. have _____need _____N/A _____
13. Property Tax Statement — 13. have _____need _____N/A _____
14. Personal Property Tax (i.e. Car Tax) — 14. have _____need _____N/A _____

Financial Accounts

15. Bank/Credit Union Statements — 15. have _____need _____N/A _____
16. Credit/Debit Card Statements — 16. have _____need _____N/A _____
17. Retirement Accounts (401K, TSP, IRA) — 17. have _____need _____N/A _____
18. Investment Accounts (Stocks, Bonds, Mutual Funds) — 18. have _____need _____N/A _____
19. Other _____ — 19. have _____need _____N/A _____

Sources of Income/Assets

20. Recent Pay Stubs for All Sources of Income — 20. have _____need _____N/A _____
21. Government Benefits (e.g. Social Security, Temporary Assistance for Needy Families, Veterans') — 21. have _____need _____N/A _____
22. Alimony Income — 22. have _____need _____N/A _____
23. Child Support Income — 23. have _____need _____N/A _____
24. Professional Appraisals of Personal Property — 24. have _____need _____N/A _____
25. Rewards Accounts (e.g., Frequent Flyer Programs, Hotel Rewards) — 25. have _____need _____N/A _____
26. Other _____ — 26. have _____need _____N/A _____

Financial Obligations

27. Mortgage Statement — 27. have _____need _____N/A _____
28. Lease — 28. have _____need _____N/A _____
29. Utility Bills (Electric, Water, Gas) — 29. have _____need _____N/A _____
30. Car Payment — 30. have _____need _____N/A _____
31. Student Loan — 31. have _____need _____N/A _____
32. Alimony Payments — 32. have _____need _____N/A _____
33. Child Support Payments — 33. have _____need _____N/A _____
34. Elder Care Facilities — 34. have _____need _____N/A _____
35. Other Debt _____ — 35. have _____need _____N/A _____

Tax Statements

36. Property Insurance	36. have _____need _____N/A _____
37. Rental Insurance	37. have _____need _____N/A _____
38. Auto Insurance	38. have _____need _____N/A _____
39. Life Insurance	39. have _____need _____N/A _____
40. Other _____	40. have _____need _____N/A _____

Medical

41. Health Insurance ID Card (s)	41. have _____need _____N/A _____
42. Record of Immunizations/Allergies	42. have _____need _____N/A _____
43. List of Necessary Medications	43. have _____need _____N/A _____
44. Disabilities Documentation	44. have _____need _____N/A _____
45. Living Will	45. have _____need _____N/A _____
46. Dental Records / Child Identity Cards / DNA Swabs	46. have _____need _____N/A _____
47. Other _____	47. have _____need _____N/A _____

Military

48. Current Military ID	48. have _____need _____N/A _____
49. Military Discharge DD 214	49. have _____need _____N/A _____
50. Other _____	50. have _____need _____N/A _____

Other Financial/Legal Documentation

51. _____	51. have _____need _____N/A _____
52. _____	52. have _____need _____N/A _____
53. _____	53. have _____need _____N/A _____

We suggest you include a date on each line as you collect and obtain your necessary documents. This will help you track your progress as you work toward preparing your household finances for any unanticipated emergency.

IMPORTANT: If you are a small business owner, you should make sure that you safeguard your business finances as well: backup computer files routinely, keep original of critical document in an off-site safety deposit box and keep copies in a secure fireproof, waterproof container on site.