



**POTOMAC  
BANK**  
TRUST AND WEALTH

## **PERSONAL ESTATE PLANNING**

### Important Information and Document Checklist

**Contact**

304-728-2435

TrustandWealth@potomac.bank

**Your Name:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_

If you need help completing this checklist, please let us know. You should also consult your attorney and/or certified public accountant regarding any legal and tax matters and documentation.

✓	Important Contacts	Name	Phone Number
	Financial Professional		
	CPA/Accountant		
	Insurance Agent		
	Attorney		
	Executor of Estate		
	Power of Attorney		
	Emergency papers and/or Information	Location	
	<i>General Items</i>		
	Birth Certificate		
	Social Security Card		
	Passport/Citizenship (naturalization papers)		
	Driver's License number and expiration date		
	Adoption papers		
	Marriage certificate		
	Pre-nuptial agreement		
	Divorce or separation papers		
	Safe deposit box(es) and keys		
	Safe and combination		
	<i>Investment Documents</i>		
	Brokerage account statements		
	Mutual fund account statements		
	Annuity account statements		
	Individual retirement plan statements		
	Company retirement plan statements		
	Other company benefits (e.g. deferred compensation)		
	Stock certificates not held in an account		
	Bearer bonds not held in an account		
	Alternative investment documents (including K-1s)		
	Investment club documents/records		
	529 college savings plan statements		
	On-line securities access information		
	Beneficiary Forms for IRAs, 401 (k)s, or other benefits plans		
	Documents showing cost basis of securities owned or sold		
	HSA		

✓	<b>Emergency papers and/or Information</b>	<b>Location</b>
	<b><i>Insurance Documents</i></b>	
	Mortgage insurance policy	
	Travel insurance policy	
	Property and casualty policy documents	
	Veterans Administration insurance papers	
	Beneficiary forms for insurance or annuity policies	
	Long term care insurance policy	
	<b><i>Personal Financial Documents</i></b>	
	Appraisals for valuable items	
	Inventory of valuable items	
	Buy/sell or partnership agreements	
	Deferred compensation agreements	
	Federal/state gift-tax returns	
	Prior years' tax returns	
	Motor vehicle title and/or registration papers	
	Lawsuit or documents on pending legal actions	
	Promissory notes	
	Outstanding loans	
	Mortgage documents	
	Medical bills/record, prescription plan card	
	Property and school tax records	
	Real Estate deeds and/or other titles of ownership	
	Rental and/or lease agreements	
	Trust documents/agreements	
	<b><i>Bank/Credit Documents</i></b>	
	Checking or money market account statements	
	Checks	
	Savings accounts	
	Credit cards and account statements	
	Life insurance policy documents	
	<b><i>Emergency Documents</i></b>	
	Living Will/Health Care Power of Attorney	
	Durable Power of Attorney	
	<b><i>Miscellaneous Information</i></b>	



**Helpful Hints:**

- Ensure all legal documents have language to include access or digital assets.
- Documentation of access and location of passwords

