

# SHADOWRIDGE

ASSET MANAGEMENT, LLC

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## Checklist of Important Documents

It's important to know how to access important documents when the need arises. A copy of this checklist should be readily available to your spouse, partner or other loved ones and should be stored in a safe location. For items stored in the home, you may want to list the specific location for easy retrieval. We suggest that you complete this checklist and send copies to the executor of your estate and to key family members.

### Important Phone Numbers

| Professional      | Name  | Phone Number |
|-------------------|-------|--------------|
| Financial Advisor | _____ | _____        |
| Accountant        | _____ | _____        |
| Attorney          | _____ | _____        |
| Insurance Agent   | _____ | _____        |
| Banker            | _____ | _____        |
| Other: _____      | _____ | _____        |

### Legal Documents

|                       | Location | Comments | Date Last Updated |
|-----------------------|----------|----------|-------------------|
| Powers of Attorney    | _____    | _____    | _____             |
| Living Will           | _____    | _____    | _____             |
| Health Care Proxy     | _____    | _____    | _____             |
| Last Will & Testament | _____    | _____    | _____             |
| Other: _____          | _____    | _____    | _____             |

### Bank & Credit Accounts

|                         | Location | Comments | Number of Accounts |
|-------------------------|----------|----------|--------------------|
| Credit Cards            | _____    | _____    | _____              |
| Bank Statements         | _____    | _____    | _____              |
| Checks                  | _____    | _____    | _____              |
| Certificates of Deposit | _____    | _____    | _____              |
| Savings Bonds           | _____    | _____    | _____              |
| Loan Statements         | _____    | _____    | _____              |
| Safe Deposit Box Key    | _____    | _____    | _____              |
| Other: _____            | _____    | _____    | _____              |

**Financial Documents**

|                            | <b>Location</b> | <b>Comments</b> | <b>Date Last Updated</b> |
|----------------------------|-----------------|-----------------|--------------------------|
| Real Estate Deed           | _____           | _____           | _____                    |
| Mortgage Documents         | _____           | _____           | _____                    |
| Income Tax Returns         | _____           | _____           | _____                    |
| Property Tax Statements    | _____           | _____           | _____                    |
| Automobile Titles          | _____           | _____           | _____                    |
| Employer Comp/401k         | _____           | _____           | _____                    |
| IRA/Roth IRA               | _____           | _____           | _____                    |
| Investment Statements      | _____           | _____           | _____                    |
| Social Security Statements | _____           | _____           | _____                    |
| Annuity Policies           | _____           | _____           | _____                    |
| Trust Documents            | _____           | _____           | _____                    |
| Other: _____               | _____           | _____           | _____                    |

**Non - Financial Documents**

|                           | <b>Location</b> | <b>Comments</b> | <b>Date Last Updated</b> |
|---------------------------|-----------------|-----------------|--------------------------|
| Social Security Card(s)   | _____           | _____           | _____                    |
| Birth Certificate(s)      | _____           | _____           | _____                    |
| Adoption Papers           | _____           | _____           | _____                    |
| Citizenship/Passport      | _____           | _____           | _____                    |
| Military Discharge Papers | _____           | _____           | _____                    |
| Marriage Certificate      | _____           | _____           | _____                    |
| Divorce Papers            | _____           | _____           | _____                    |
| Health Plan/Medicare Info | _____           | _____           | _____                    |
| Prescription Plan Card    | _____           | _____           | _____                    |
| Organ Donor Statement     | _____           | _____           | _____                    |
| Other: _____              | _____           | _____           | _____                    |

**Insurance Documents**

|                            | <b>Location</b> | <b>Comments</b> | <b>Date Last Updated</b> |
|----------------------------|-----------------|-----------------|--------------------------|
| Life Insurance Policy(ies) | _____           | _____           | _____                    |
| Long Term Care Policy      | _____           | _____           | _____                    |
| Disability Policy          | _____           | _____           | _____                    |
| Auto Insurance Policy      | _____           | _____           | _____                    |
| Homeowners Policy          | _____           | _____           | _____                    |
| Other: _____               | _____           | _____           | _____                    |

## Smoothing the Way

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A “Letter of Last Instruction” can be tremendous help to those who must administer your affairs if you become incapacitated or die. This can be an informal letter, list or ledger, separate from your will. Keep one copy at home with your records. Give copies to your attorney, the executor or personal representative of your estate, and perhaps a close friend who can pass it along to your beneficiaries at the appropriate time.

The Letter of Last Instruction should be signed and dated, but no notary stamp is necessary. It should include:

1. Location of important documents and information (such as those in the attached checklist).
2. Funeral and burial instructions. *Your will may not be read until after the funeral.*
3. Statements that you might not want made public. Wills become a matter of public record available to anyone who asks, so instructions which might be misconstrued or sound inconsiderate but might prove useful to a personal representative or trustee can be conveyed this way.
4. Suggestions as to the continuance of a business interest, if one exists. *As public documents, wills are inappropriate forums for certain business intentions.*
5. An explanation of unusual bequests or actions requested in the will. For instance, "I left my house to Mrs. Smith who was so nice to me . . . I left \$1 to Aunt Tilley because . . ."
6. List persons who should be notified of your death (name, phone number, email address).
7. List of persons who have a copy of this letter (who will need to be notified of future changes).
8. Any other information which you feel would prove useful to your personal representative or to your successor trustee.

Update this letter as often as the circumstances described therein change.

Note: Do not make bequests in your Letter of Last Instruction, since this document is for information purposes only and will not have legal standing.