



# FINANCIAL AND LEGAL DOCUMENTS

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Next up, we have the section that will take the most time to complete and will, most likely, require a little bit of research on your end. The Financial Information Checklist will be your starting point.

This is the longest and most involved part of your Kit, but this section is critical when you are recovering from an emergency situation. Not many of us will know things like our bank account or insurance policy numbers off the top of our heads.

This process will be well worth your investment in time.



## Documents

Please note, not every item in this checklist will apply to you and your family. Complete the items that relate to your personal situation. The topics in this section include:

- Housing Payments
- Other Financial Obligations
- Financial Accounts and Assets
- Tax Information
- Estate Planning Information

**Take a deep breath.**

Now it's time to move on to the Financial Information Checklists.

**ATTENTION:** Always be cautious about sharing personal financial information, such as your bank account number, social security number, or credit card number. [Click here](#) to learn how to safeguard your critical documents.



# FINANCIAL INFORMATION CHECKLIST #1

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Housing Costs				
Item	Do You Need It?	Got It!	Date Updated	Notes
Lease or Rental Agreement				You may require proof of housing/rental to receive Federal disaster assistance.
Mortgage or Real Estate Deed				You may require proof of home ownership to receive Federal disaster assistance.
Second Mortgage				Include documentation of all mortgages on your home.
Private Mortgage Insurance				
Home Equity Line of Credit				Include copies of other loans or financial responsibilities tied to your home.

Other Payments				
Item	Do You Need It?	Got It!	Date Updated	Notes
Utility Bills				If you do not have a copy of your lease, having proof of utility payments is very important for showing proof of residence.
Auto Loan				Include a copy of the loan agreement.
Credit Card #1				Include the account number, routing number, verification codes, and phone numbers to report lost or stolen cards.
Credit Card #2				
Credit Card #3				
Student Loan				Include a copy of the loan agreement.
Alimony Payments				Include a copy of the payment agreement.
Child Support Payments				Include a copy of the payment agreement and any check stubs or receipts of payments.
Elder Care Payments				Include a copy of the payment agreement.
Automatic Payments				Include a copy of the payment agreement.

Financial Account Information				
Item	Do You Need It?	Got It!	Date Updated	Notes
Bank or Credit Union Accounts				The main goal of this is to keep proof that you have an account, your account number, and the institution's contact information.
Debit Cards				
Credit Cards				
Retirement Accounts				
Investment Accounts				
Vehicle Registrations				
Other Accounts				

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# FINANCIAL INFORMATION CHECKLIST #2

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Insurance Account Information				
Item	Do You Need It?	Got It!	Date Updated	Notes
Homeowner's Insurance				Call the claims number on your insurance policies to verify that the policy numbers are correct. Retain a copy of the claims call number with your records. Review your policies' coverage to be sure they are still enough to support you and your family.
Renter's Insurance				
Photos of Property				
Auto Insurance				
Life Insurance				
Pet Insurance				
Flood Insurance				
Funeral Insurance				
Other				

Income Source Information				
Item	Do You Need It?	Got It!	Date Updated	Notes
Recent Paystubs				Consider including one or two recent pay stubs for reference.
Government Benefits				Having proof of your income sources will be important if an emergency interrupts your income.
Alimony Income				
Child Support Income				
Rewards Programs				
Other				

Tax Information				
Item	Do You Need It?	Got It!	Date Updated	Notes
Federal Tax Returns				You may need tax returns from the previous three years to apply for some new loans. Check whether you are eligible for income-based assistance. Tax experts also recommend keeping all tax returns and records for seven years.
State Tax Returns				
Local Tax Returns				
Property Tax Statement				
Personal Property Tax				

Estate Planning Information				
Item	Do You Need It?	Got It!	Date Updated	Notes
Will or Trust Documents				
Power of Attorney				
Other				

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# FINANCIAL ACCOUNTS CHECKLIST

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Financial Account Information #1			
Name of Institution		Account Type	
Last 4 Digits of Account		Contact Phone	
Website		Email	

Financial Account Information #2			
Name of Institution		Account Type	
Last 4 Digits of Account		Contact Phone	
Website		Email	

Credit or Debit Account Information #1			
Card Type		Issuer of Card	
Last 4 Digits of Account		Contact Phone	
Website		Email	

Credit or Debit Account Information #2			
Card Type		Issuer of Card	
Last 4 Digits of Account		Contact Phone	
Website		Email	

Insurance Policy Information #1			
Company Name		Policy Holder	
Policy Number		Contact Phone	
Website		Email	
Type of Policy		Coverage Period	

Insurance Policy Information #2			
Company Name		Policy Holder	
Policy Number		Contact Phone	
Website		Email	
Type of Policy		Coverage Period	



**Well done!!** We understand that this is the least fun part of the overall process but take a moment to congratulate yourself for getting this incredibly important part of your Kit complete.

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