

HECKSCHER, TEILLON, TERRILL & SAGER, P.C.

1001 Conshohocken State Rd., Ste. 1-300
West Conshohocken, PA 19428
(610) 940-2600
www.htts.com

[Insert Name]
**Index to
Personal Estate Planning Information**

Last Updated – [date]

PRIVATE

NOTE: Use caution in selecting where you store this information and with whom you will share it. This information should be kept private. In particular, account and password information should be carefully safeguarded.

- 1) Advisors (Names and Contact Information)
 - Attorney(s)
 - Accountant
 - Investment Advisor(s) / Stock Broker(s)
 - Insurance Broker(s) - Life & Casualty

- 2) General Powers of Attorney – See HTT&S Document Binder for copies of documents
 - Contact Information of Initial and Successor Named Agents

- 3) Health Care Powers of Attorney - See HTT&S Document Binder for copies of documents
 - Contact Information of Initial and Successor Named Agents
 - Letter of Wishes for Treatment & End of Life Events

- 4) Health & Medical - See HTT&S Document Binder for copies of documents
 - Contact Information for Doctors and Other Medical Providers
 - Health Insurance Information & Passwords
 - Current Medications

- 5) Wills (including any Codicils) - See HTT&S Document Binder for copies of documents

- Copy of Will and Any Codicils
 - Location of Original Will (Can Only Have One Original)
 - Contact Information of Initial and Successor Named Executor(s)
 - Contact Information for Attorney(s)
- 6) Trusts (including any Trust Amendments) See HTT&S Document Binder for copies of documents
- Copy of Revocable Trusts
 - Copy of Irrevocable Trusts (Created by Self or Others)
 - List of Assets for Each Trust / Recent Statements for Funded Trusts
 - EINs for Trusts
 - Contact Information of Initial and Successor Named Trustees
 - Contact Information for Attorney(s)
- 7) Final Arrangements - Burial, Cremation, Service, etc.
- Wishes / Instructions
 - Pre-Paid Funeral Documents
 - Draft Obituary / Relevant Biographical Information
- 8) Personal Possessions (Tangible Personal Property)
- List of Specific Items to Specific People (e.g., Jewelry, Silver, Collectibles, Art, Books, Documents, Photographs, automobiles, boats, horses)
 - “Memorandum of Tangibles”
 - Contents of Houses Passing to Specific Individuals
 - Possessions Belonging to One Spouse But Not the Other
 - Past Appraisals
 - Insurance
 - List of Potential Consultants For Possible Sales/Donations
- 9) Pet Information
- Veterinarian
 - Vaccinations / Health
 - Ownership Documentation
 - Plan for Pets in the Event of Death
- 10) Primary House
- Copy of Real Estate Deed
 - Recent Tax Bills
 - Insurance Information

- Mortgage Information
 - Any Appraisals
 - Cost Basis Information
 - Maintenance Information
- 11) Second/Additional Houses
- Copy of Real Estate Deed
 - Recent Tax Bills
 - Insurance Information
 - Mortgage Information
 - Any Appraisals
 - Cost Basis Information
 - Maintenance Information
- 12) Overall General List of Assets & Debts
- How Assets are Titled (Husband, Wife, Joint, With Others)
 - Account Numbers
 - Asset Values
 - Major Debts
- 13) Retirement Accounts: IRAs / 401(k)s / Pensions
- Recent Account Statements
 - Required Minimum Distribution Information
 - Beneficiary Designations¹
 - Passwords
 - Copies of Pension Plan & Relevant Correspondence
- 14) Other Stocks & Bonds / Investments (Non-Retirement) / Assets
- Recent Statements
 - Any “TOD” (Transfer on Death) or “ITF” (In Trust For) Designations²

¹ Such designations should carefully coordinate with your estate plan under your will/trust(s). Often, retirement accounts are a good source for charitable gifts. Care should be taken to make sure (if intended) that a designation equally to children would include the children of a deceased child (usually, “per stirpes” language). Special provisions should be included if a beneficiary might be a minor (usually to direct such assets to a trust for that beneficiary under your will or under a trust).

² Such designations are not required. Without such designations, accounts that are not jointly titled will pass under your will. With such designations, accounts will pass based on the TOD or ITF direction, which might conflict with your estate plan under your will/trust(s). Use utmost caution. Consideration should also be given to whether “per stirpes” language is necessary as per footnote 1 above.

- Digital Assets (Apps, Domain Names, etc.)
 - Cryptocurrency (Bitcoin, etc.)
 - Loyalty Programs / Frequent Flier Airline Miles
 - Passwords
- 15) Bank Accounts (non-retirement)
- Recent Statements
 - Any “TOD” (Transfer on Death) or “ITF” (In Trust For) Designations³
 - Passwords
- 16) Business Interests/Private Equity/Alternative Investments
- Contact information (advisor/entity/other)
 - Governing Documents of Entity
 - Copies of Stock Certificates
 - Recent Tax Returns
- 17) Life Insurance
- List of Policies, Face Amounts, Premium Amounts & Due Dates
 - Recent Premium Bills
 - Copies of Policies
 - Beneficiary Designations
 - Passwords
 - Contact Information for Life Insurance Agent
- 18) Safe Deposit Boxes
- Location of Boxes
 - Location of Keys
 - Title to Box
- 19) Home Safe / Firebox
- Location
 - Location of Keys / Combination
- 20) Taxes
- Location of Recent Personal Income Tax Returns
 - Arrangement for Quarterly Payment of Income Taxes
 - Real Estate and Related Tax Bills (unless included above)

³ Again, such designations are not required. Use utmost caution. See footnote 2 above.

- Gift Tax Returns (if previously filed)
 - Death Tax Returns for Predeceased Spouse (if applicable)
 - Passwords if Returns Prepared at Home
 - Contact Information for Accountant(s)
- 21) Credit Card Information
- List of Credit Cards and Account Owner
 - Passwords
 - Information if Not Usual Revolving Debt
- 22) Other Debts
- List of Other Debts
 - Approximate Amounts Owed
 - Security Information
 - Contact Information
- 23) Bill-Paying
- List of Regular Recurring Bills
 - If Electronic, Access Information
 - Passwords
- 24) Automobiles
- Titles
 - Insurance
 - Lease
- 25) Boats
- Title
 - Insurance
 - Password
- 26) Casualty & Automobile/Boat Insurance
- List of Coverage
 - Recent Premium Bills
 - Copies of Policies
 - Passwords
 - Contact Information for Agent(s)
- 27) Online Account and Password Information
- Email; Financial; Social Media; Apps

- Mobile Phone
 - Tablets
 - Computers
- 28) Copies of Important Documents
- Social Security Card
 - Passport
 - Driver's License
 - Marriage Certificate
 - Birth Certificate
 - Other
- 29) Other / Miscellaneous
- Where Things are Hidden
 - How to Operate the TV
 - How to Change the Automatic Lighting Settings
 - How & When to Change the Filters, Winterize and Other Annual Home Maintenance Requirements
 - Contact Information for Repair and Maintenance People

02207137.DOCX