

**Getting your financial house in order: 2021 is YOUR year!**

# Life Planning Checklist

# Money Investments Saving Budgets Credit Taxes Insurance Financial Plans Estate Plans

Travel Dreams Love Family Living Adventure Life Change Growth Freedom Peace Moving Breathing Feeling



Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:** Use this column as a To-Do list and be sure to

*see page 5 for Clark Howard’s document storage & holding recommendations!***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Building your Solid Foundation**

When we decide to build out your Life Plan, before that plan can become a reality we must get all the stuff...the papers, the files, the legal documents…organized. There are essential records you need to protect and keeping these records secure is more important than ever in this day of identity theft.

Start here: once you have gotten rid of what you don’t need, you will then decide where to store them. An online Vault like Right Capital will keep all of your documents organized and a log-on away. The cloud? It is not just a way to daydream the day away. *Find a cloud solution that is right for you.*

Once you are organized, the sense that there is too much to do and not enough time to do it in…will fade. To begin the task of organizing your financial life, start with a box of file folders. I love the ones that have 100 folders in several different colors so you can color code different categories or family members.

Number the folders on the front as you go through this **Checklist**, making notes on the front of the file, so when you pull the folder out, you’ll know when you last updated it. If all of your files are not in the same place...make a note on the **Checklist** about the location of these records. Also, take the time to make a digital record of your belongings to help your insurance agent settle and loss or theft claims. Include receipts and valuations: storing photos on the cloud are easy with services like Snapfish and Picasa.

When complete, give trusted family members a copy of the **Checklist** and tell them were your complete files are located. Keep one copy of the **Checklist** in the file cabinet with the folders as a **Table of Contents**. The items on the **Checklist** will be easy to locate and keep up-to-date when changes are made or as your life changes. I’ll provide an electronic version of all the documents we are using today.

Regularly review each section of your financial life: your taxes, estate plan, investments and life, health & property insurance. Make sure they are uploaded to your **Right Capital Vault**. I’ll be happy to help scan big piles to make life easier!

Next, schedule time with me to use my **“Wheel of Life**” to help you see what is next…where your dreams and goals are leading you. As life changes keep up with it! Feel free to make copies of this **Checklist** and pass it along to friends or other family members. There is no gift like the gift of being organized.

Julie Skye

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**Skye Advisors LLC  
ESTATE PLANNING CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Legal Name: | |  | Date of Birth: | | |
| Social Security #: | |  | Work/Cell Phone #: | | |
| E-mail address: | |  | Home/Cell Phone #: | | |
| Address: | | | | | |
| Street City State Zip | | | | | |
| **Partner** | |  |  | | |
| Legal Name: | |  | Date of Birth: | | |
| Social Security #: | |  | Work/Cell Phone #: | | |
| E-mail address: | |  | Home/Cell Phone #: | | |
| **Children / dependents** | |  |  | | |
| Name: | |  | Date of Birth: | | |
| Social Security #: | |  | Phone #: | | |
| Address: | | | | | |
| Street City State Zip | | | | | |
| Name: | |  | Date of Birth: | | |
| Social Security #: | |  | Phone #: | | |
| Address: | | | | | |
| Street City State Zip | | | | | |
| Name: | |  | Date of Birth: | | |
| Social Security #: | |  | Phone #: | | |
| Address: | | | | | |
| Street City State Zip | | | | | |
| **Advisors** | |  |  | | |
| Financial Advisor: | |  | Phone #: | | |
| Email Address: | |  | Cell Phone #: | | |
| Attorney: | |  | Phone #: | | |
| Email Address: | |  | Cell Phone #: | | |
| Accountant: | |  | Phone #: | | |
| Email Address: | |  | Cell Phone #: | | |
| Insurance Agent: | |  | Phone #: | | |
| Email Address: | |  | Cell Phone #: | | |
| Primary Care Physician: | |  | Phone #: | | |
| Trusted Neighbor/Friend: | |  | Phone #: | | |
| Closest Relative: | |  | Phone #: | | |
| Email Address: | |  | Address: | | |
| **Original IdentiTY & Estate Documents LOCATION** | | | | | |
| **You need original versions of your** Will, Social Security Card, Birth Certificate, Citizenship Papers, Marriage License, Passports, Deeds, Titles and other legal documents. *Store this Checklist in your vault and* consider sharing it with a trusted family member. Look for the items that are green: **they need to be in your Vault, with originals in your safe deposit box.**  Keep a current version in the front of your file cabinet where you store your files. | | | | | |
|  | | | | | |
| **ITEM** | **LOCATION & FILE #** | | | **COMMENTS** |
| Location of safe (and combination); safe deposit box location and location of the keys |  | | |  |
| List of Computer logons & Passwords |  | | |  |
| Copy of your Will and Letter of Instruction |  | | |  |
| Copy of your Trust, memorandum of trust, including previous versions |  | | |  |
| Copy of your Living Will / Health Care Proxy |  | | |  |
| Power of Attorney / Durable Power of Attorney |  | | |  |
| Social Security Card, Birth Certificate, Citizenship Papers, Passport, copy of your Driver’s License, Voter ID other photo ID cards |  | | |  |
| Marriage licenses, pre-nups, divorce decrees, adoption papers, military service discharges |  | | |  |
| Burial instructions, cemetery plot deed, prepaid policies, & funeral home info and phone #s |  | | |  |
| Anatomical gift / organ donor...and back of your driver’s license if you are an organ donor |  | | |  |
| Military records & benefit info |  | | |  |
| Medicare & Medicaid info including Medicare Part B, C / F and D; policies outlining coverage |  | | |  |
| Tax Returns and supporting documents for each tax year: 3 - 5 years’ worth of returns |  | | |  |
| Charitable gifting and any church affiliations |  | | |  |
| Loans / debts outstanding & promissory notes |  | | |  |
| List of Credit Cards, Lines of Credit |  | | |  |
| Copies of front / back of credit cards with activation page, including phone numbers |  | | |  |
| Deeds and quit claim deeds |  | | |  |
| Rental & lease agreements |  | | |  |
| Mortgage documents and amortization schedule |  | | |  |
| Property tax assessments and other records |  | | |  |
| Car Titles and proof of insurance |  | | |  |
| **ITEM** | **LOCATION & FILE #** | | | **COMMENTS** |
| Appliance booklets & warranty information and receipts |  | | |  |
| Home improvement info & cost basis information to track your home’s value |  | | |  |
| Social Security, Medicare & Medicaid info |  | | |  |
| Hospital statements & records |  | | |  |
| Life insurance policies & annual reports |  | | |  |
| Long term care/supplemental insurance policies |  | | |  |
| Disability insurance policies/annual reports |  | | |  |
| Flex-plan and health insurance claim filings |  | | |  |
| Property & casualty policy documents: home & vehicles. Home inventory with pictures/receipts |  | | |  |
| Mortgage insurance policies |  | | |  |
| Veterans insurance policies |  | | |  |
| Medicare and Insurance claim records |  | | |  |
| Brokerage account statements |  | | |  |
| Retirement account statements: 401-Ks, Profit sharing, & 403bs |  | | |  |
| Stock or Bond Certificates–consider depositing them into your brokerage account |  | | |  |
| Annuity statements/policies/annual reports |  | | |  |
| Bank account statements |  | | |  |
| Cancelled checks & blank checks |  | | |  |
| Schwab & SAA Documents |  | | |  |
| Credit Union statements |  | | |  |
| Right Capital Financial Plans & Vault |  | | |  |
| SAA Quarterly Reports and  Julie’s Meeting Agendas |  | | |  |
| SAA Worksheets |  | | |  |
| Credit card statements |  | | |  |
| Credit reports |  | | |  |
| Collectibles information |  | | |  |
| Pet/Vet information |  | | |  |
| Holiday card list |  | | |  |
| List of club/memberships and contacts (gym, book, wine, investment, etc.) |  | | |  |

**Which documents should you keep and for how long?**

Clark Howard shares here, a schedule of the records and paperwork you keep. Actually, more limited than you might think, physical copies of documents are great, but storing them in the cloud is acceptable, too. [Google Drive,](https://www.google.com/drive/) [Dropbox](https://www.dropbox.com/?landing=dbv2) or your Right Capital Vault.

In addition, many people recommend following [the 3-2-1 rule](https://uptakedigital.zendesk.com/hc/en-us/articles/115000839494-3-2-1-Rule-of-Backup) when it comes to recordkeeping and paperwork…or [this Reddit thread](https://old.reddit.com/r/personalfinance/comments/9ut4wo/what_documents_and_financial_items_are_worth/). Simply put, this method starts with you having three independent copies of your data. Two should be stored on different types of media — such as in the cloud and on a thumb drive. And finally, one backup copy should be kept offsite, preferably in a safe deposit box. Here’s what to keep and what to toss!

**Keep these documents forever**

* Tax returns
* Contracts
* Real estate records
* Identification cards such as your passport, driver’s license, Social Security card, etc.
* Any kind of loan payoff statements showing a zero balance.
* Diplomas, education credentials or certifications
* A list of previous addresses and landlord contact info (for renters).
* Contact info for people who can verify your previous addresses for background checks and security clearances.

**Keep these documents for up to 7 years**

* Tax return documentation – The IRS [suggests](https://www.irs.gov/businesses/small-businesses-self-employed/how-long-should-i-keep-records) keeping W-2s, 1099s and related documents for anywhere from three to seven years. Though depending on your individual tax situation, holding them longer may be advisable.
* Insurance policies that are current or past ones that you may still want to make a claim on.
* Home improvement records – Keep forever as they will they can lower your capital gains tax when you go to sell.
* Cancelled checks
* Apartment leases after you move out.
* Warranties, receipts and serial numbers for valuable items that you may make an insurance claim on.

**Keep these documents either for a month, a quarter or a year**

* Bank deposit slips – Keep until you reconcile your statements.
* Bank statements – Keep for the entirety of the calendar year; store with tax returns if they will be used to prove deductions, as in the case of charitable cash donations.
* Investment records – Shred monthly and quarterly statements as new ones arrive; hold on to annual statements.
* Last pay stub of the year – Keep until you receive your W-2 and until you verify with your Social Security report.
* Medical and/or dependent care receipts as qualified expenses if you have an [HSA or FSA](https://clark.com/insurance/9-ways-you-didnt-know-you-could-use-your-hsa/).

**Use your discretion on how long to keep these**

* All mortgage payment checks (statements) – Keep until mortgage is paid off. Disputes about balances have been known to arise [when ownership of the mortgage note changes hands.](http://clark.com/homes-real-estate/track-your-mortgage-with-a-free-amortization-sched/)
* Car loan payment stub – Keep until the car is paid off.

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* Medical records, including bloodwork, a list of vaccinations and more.
* Job offer letters or employment contracts.

**Toss these records**

* Credit card statements that are more than three years old.
* Past insurance statements
* Old utility bills, except the most recent one from your old address if you’ve moved.
* Statements of recently paid bills, once you have something saying they’ve been paid.

# Being Organized is Freedom