SENIOR LAW DAY
COLLABORATIVE

The Senior Law Day Collaborative Planning Checklist

We suggest this form as both a tool for current planning and tracking the location of important documents and account information. For example, "vendor" would be whomever is the contact for managing the account; "location of files" would be where you have stored a print or electronic file of this information. Be sure to check out the helpful tips following select sections. (Jan 2022)

Your Professional Team	Name; Telephone	Address
Attorney		
Accountant		
Insurance Agent		
Doctors		
Care Managers		
Benefits Coordinator		

Advance Directives	Location of files
Living Will	
Health Care Proxy	
HIPAA Form	
Disposition of Remains Form	
Pre-Need Funeral Agreement	
MOLST – (if terminally ill)	
Power of Attorney – Original and copy of your New York State Durable Power of Attorney	

Bank Accounts	Vendor; Location of files
Checking accounts	
Savings accounts	
Money market accounts	
Certificates of Deposits (CDs)	
Debit Cards	

Vendor is your financial service provider i.e. checking accounts, savings account, money market accounts, certificates of deposits (CDs), Debit cards etc.

*** Additional overflow list of assets is located on the last page.**

Credit Cards	Bank; Type For example: USA Bank, Mastercard	Location of files
1.		
2.		
3.		
4.		
5.		

Mortgages or Loans	Vendor; Location of files
A copy of the mortgage or loan agreement	
A copy of the mortgage satisfaction if the loan has been paid off	
When a loan is paid off, it is important to confirm that the satisfaction has been filed with Westchester County Land Records	

Tax Returns	Location of files
Most recent W-2 forms	
New York State and Federal income tax returns for the current and previous four years, including Form IT-201, 1040 and exhibits	
Form 709 Federal Gift and Generation-Skipping Transfer Tax Returns	

Pension Plans and Retirement Benefit Information	Vendor; Location of files
401 (k)/403(b) plans	
IRAs	
Roth IRAs	
Simplified Employee Pension (SEP) Plan	
Simple IRA	
Other	

Titles or Deeds	Location of files
Real Estate	
Motor Vehicles (Title, Registration and/or lease document)	
Co-op Apartments (Stock and Proprietary Lease)	

Investment Accounts	Vendor; Location of files
Stocks	
Bonds	
Mutual funds	
Non-Traditional Investments	

Will	Vendor; Location of files
Copy of will that states where the original is located	
Copies of any prior wills	
Name and contact information for the attorney/law firm that drafted the will	
These documents should be in a fireproof box in your house, not in a bank vault as your family may not be able to access them when needed.	

Trusts	Vendor; Location of files	List of assets owned by the trust
1. Copies of trust agreements		
2. Copies of trust agreements		
3. Copies of trust agreements		
For a trust to own your assets, they must be transferred into the trust as a second step after you sign your trust document		

Safe Deposit Box	Location of safe deposit box	Location of safe deposit box keys
Bank		
You may also want to consider changing the ownership of the box to a trusted individual and becoming a signatory, so the box is not frozen upon your passing		

Proof of Identity	Location of files
Social Security card	
Military discharge papers	
Birth Certificate	
Death certificate of spouse/parents	
Marriage certificates	
Divorce Decrees	
Prenuptial agreements	
Separation agreements	

Household Bills	Location of files
Electricity	
Gas/Oil	
Water	
Telephone/Internet/Cable	
Property Taxes	
Credit Card Bills	

Medications	Pharmacy	Prescribing Doctor
1.		
2.		
3.		
4.		
5.		
6.		

Beneficiary Designations/ Account Titling	Location of files	Indicating if an account is owned in your idividual name or jointly with another individual
Copies of paperwork that confirm the beneficiaries on your financial accounts and life insurance		
Note if account is "Joint Tennants with Rights of Survivorship" or "Tenants in Common."		

Funeral Directions	Location of files
Burial, cremation, direct cremation	
Religious services	
Preferred charities for donations	
Deed to burial plot or niche	

Digital Footprint	Account Information
Email Addresses	
Social Media Accounts and Passwords (Facebook, Instagram, Twitter, LinkedIn, etc.)	
Online Payment Accounts (e.g., PayPal, google pay, apple pay etc)	
Online Password Manager (e.g., 1Pass, LastPass, etc.)	
Online Banking	
Digital Assets (Cryptocurrency, Seed Phrase and Digital/ Hardware Wallets)	
Other	

Additional List of Assets	Vendor
List of financial accounts so your agent is aware of where your assets are	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
	11.
	12.
Vendor is your financial service provider i.e. checking accounts, savings account, money market accounts, certificates of deposits (CDs), Debit cards etc.	