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. (Updated April 2023)

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.

***List any additional assets on page 11.**

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 any trust amendments		
☐ 3. Name and contact information for the attorney/law firm that drafted the trust.		
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	
☐ Other	

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 individual 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 Tenants 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	
☐ Pre-plan Medicaid irrevocable funeral contract	

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.
List all financial assets of which your agent should be aware of.	

List of Debts	Vendor
☐ List of mortgages, business loans, reverse mortgages, home equity lines of credit, personal loans, promissory notes etc.	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
	11.
	12.
Vendor is your financial service provider.	