KAROL HAUSMAN & SOSNIK, P.C.
ATTORNEYS AND COUNSELORS AT LAW

The KHS Document Checklist

Whether you are relocating your residence, caring for a sick or aging loved one, experiencing a death in the family, or planning your retirement, certain events can send you into a "document search crisis". We know many families do not sit down and document those items to prepare their loved ones in the event of an emergency. That is why we have created the **KHS Document Checklist**.

The **KHS Document Checklist** will help you and your family organize the key aspects of your life in an easy-to-complete form that you can share with those close to you, as well as your investment professional, accountant, and your fiduciaries. Experience has shown us that this may be one of the easiest, but most important gifts you can give yourself and your family.

Your Name:

Your Address:

Emergency Papers or Information

General Items - documents that should always be readily available.

<u>Addresses & telephone numbers of:</u> Attorney: CPA: Life insurance agent: Property & Casualty Insurance Agent:	Karol Hausman & Sosnik, P.C. ______________________________ ( )_________ ______________________________ ( )_________ ______________________________ ( )_________
Social Security Card	(identify location)
Birth Certificate	(identify location)
Passport/Citizenship (naturalization) papers	(identify location)
Driver’s license number and expiration date	(identify location)
Adoption papers	(identify location)

Marriage Certificate	(identify location)
Pre-nuptial agreement	(identify location)
Divorce or separation papers	(identify location)
Safe and combination	(identify who has combination)
Safe deposit box(es) and keys	(identify who has keys)

Investment documents - documents needed for the transfer of ownership per Last Will & Testament and through beneficiary designations

Brokerage account statements	(identify location)

Mutual Fund Statements	(identify location)
Individual retirement plan statements	(identify location)
Company retirement plan statements from all employers	(identify location)
Other company benefits (e.g. deferred compensation)	(identify location)
Stock certificates not held in an account	(identify location)
Bearer bonds not held in an account	(identify location)

Alternative investment documents (including K-1s)	(identify location)
Investment club documents/records	(identify location)
529 college savings plan statements	(identify location)
On-line securities transaction information	(identify location)
Beneficiary forms for IRAs, 401(k)s, or other benefit plans	(identify location)
Documents showing cost basis of securities owned or sold	(identify location)

KHS Document Checklist

Insurance and Annuity - documents needed to settle claims.

Life insurance policy documents	(identify location)
Group life policies	(identify location)
Health and accident insurance ID cards & claim records	(identify location)
Long Term Care insurance policy	(identify location)
Variable annuity or fixed annuity statements/documents	(identify location)
Mortgage insurance policy	(identify location)

KHS Document Checklist

Travel insurance policy	(identify location)
Property & casualty policy documents	(identify location)
Veterans administration insurance papers	(identify location)
Beneficiary forms for insurance or annuity policies	(identify location)

Financial Personal Documents -documents needed to settle debts and transfer ownership per Last Will & Testament

Appraisal or inventory of valuable items	(identify location)
Buy/sell or partnership agreements	(identify location)

KHS Document Checklist

Deferred compensation agreement documents	(identify location)
Federal/state gift tax returns	(identify location)
Prior years' income tax returns	(identify location)
Motor vehicle title papers	(identify location)
Lawsuit or documents on pending legal actions	(identify location)
Promissory notes (debts owed)	(identify location)
Loans outstanding (money owed)	(identify location)

KHS Document Checklist

Mortgage documents	(identify location)
Medical bills, prescription plan card/records	(identify location)
Property and school tax records	(identify location)
Real estate deeds, other titles of ownership	(identify location)
Rental and/or lease agreements	(identify location)
Trust documents/agreements	(identify location)

KHS Document Checklist

Bank/Credit Documents - documents needed to settle outstanding credit accounts and free up necessary cash to settle the affairs of an estate.

Checking or money market account statements	
Checks (checking or money market)	
Passbook savings accounts	
Credit cards and account statements	
Credit union account books or statements	

The items below may be needed when someone becomes seriously ill.

Living Will/Health Care Proxy	
Durable Power of Attorney The right of survivorship -assets held in this manner are not subject to probate (unless both parties are deceased); instead, the survivor simply provides evidence of death to the appropriate financial institutions so that title can be changed	
Financial institution's proprietary Power of Attorney forms - some financial institutions may refuse to accept a standard Power of Attorney	

ALWAYS REMEMBER THAT KAROL HAUSMAN & SOSNIK, P.C. GENERALLY RETAINS AN EXECUTED COPY OF YOUR DISABILITY DOCUMENTS AS WELL AS YOUR ORIGINAL WILL OR A COPY OF YOUR WILL.

KAROL HAUSMAN & SOSNIK, P.C.
ATTORNEYS AND COUNSELORS AT LAW

600 Old Country Road, Suite 505
Garden City, New York 11530
Tel: (516) 745-0066
Fax: (516) 222-1499
Toll Free: (866) KHS-ATTY
E-Mail: KHS@KHSPC.com
Website: www.khspc.com