BAY MEDICAL FOUNDATION

PERSONAL RECORD of FINANCIAL INFORMATION

AN ORGANIZED RECORD OF YOUR PERSONAL AND FINANCIAL INFORMATION IS ONE OF THE BEST GIFTS YOU CAN GIVE YOUR FAMILY OR PERSONAL REPRESENTATIVE IN THE EVENT OF AN EMERGENCY OR UPON YOUR DEATH.

This checklist is meant to help you keep your personal and financial information organized during your lifetime and is not intended for you to share or to be used in place of other estate planning tools. Be sure to seek the advice of your personal estate and financial planning professional with any questions that you may have.

CHECKBOOK AND CHECKING ACCOUNT STATEMENTS

Bank ____________________ Acct # ____________________

Bank ____________________ Acct # ____________________

Document Locations ____________________

SAVINGS ACCOUNT STATEMENTS

Bank ____________________ Acct # ____________________

Bank ____________________ Acct # ____________________

Document Locations ____________________

CERTIFICATES OF DEPOSIT

Bank ____________________ Acct # ____________________

Bank ____________________ Acct # ____________________

Document Locations ____________________

SAFE DEPOSIT BOXES

Bank/Branch ____________________ Box # ____________________

BROKERAGE AND MUTUAL FUND STATEMENTS

Firm ____________________ Acct # ____________________

Firm ____________________ Acct # ____________________

Document Locations ____________________

STOCK CERTIFICATES

Notes ____________________

Document Locations ____________________

MORTGAGES AND OTHER INDEBTEDNESS

Notes ____________________

Document Locations ____________________

ACCOUNTS RECEIVABLE

Leases or land contracts ____________________

Loans or notes payable to you ____________________

McLaren
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PERSONAL RECORD of FINANCIAL INFORMATION *(continued)*

Upon completion of this document, let a trusted family member or a personal representative know where it might be found in the event that it is needed.

FOR MORE INFORMATION, PLEASE CONTACT:

CARRIE SCHULTZ
McLaren Bay Region Philanthropy Officer Planned Giving & Major Gifts

Carrie.Schultz@mclaren.org
P: 989-895-4725
C: 989-332-4337

ACCOUNTS RECEIVABLE

Leases or land contracts ____________________

Loans or notes payable to you ____________________

TITLES AND DEEDS TO REAL ESTATE, VEHICLES, BOATS, ETC.

Document Location ____________________

INSURANCE POLICIES (life, health, property, vehicles, etc.)

Policy ____________________ Company ____________________

Policy ____________________ Company ____________________

Policy ____________________ Company ____________________

Document Locations ____________________

RETIREMENT ACCOUNTS (employer plans, IRAs, 401Ks, etc.)

Notes ____________________

Document Locations ____________________

COPIES OF PRIOR INCOME TAX RETURNS

Notes ____________________

Document Locations ____________________

BIRTH AND MARRIAGE CERTIFICATES

Document Location ____________________

WILLS, TRUSTS, POWERS OF ATTORNEY

Document Location ____________________

FUNERAL ARRANGEMENTS

Notes ____________________

Document Location ____________________

IMPORTANT NAMES AND TELEPHONE NUMBERS

Accountant ____________________

Attorney ____________________

Investment Advisor(s) ____________________

Insurance Agent ____________________

Pastor/Church Affiliation ____________________