The Law Offices of
Edstrom Bromm Lindahl & Freeman-Caddy
An Organization of Professional Corporations

John J. Edstrom 1923-2002
Curtis A. Bromm, P.C.
Loren L. Lindahl, P.C.
Maureen Freeman-Caddy, P.C.,L.L.O.
Jovan Lausterer, P.C., L.L.O.

TO:	Estate Planning Clients
FROM:	Edstrom, Bromm, Lindahl & Freeman-Caddy
SUBJECT:	Record Retention

Our office believes it crucial for estate planning clients to continually update and organize their important records. This not only helps promote efficiency at the probate of your estate but it also reduces the stress and hassle that loved ones sometimes experience at the passing of their friends and family. To this end, we feel it is important that the following personal information and records be gathered and organized as a part of your on-going estate planning:

- Names, address, telephone numbers for you and your spouse.
- Dates of birth for you and your spouse.
- Social Security numbers of you and your spouse.
- Parent's names of you and your spouse.
- Your marital status.
- Divorce and child support information for you and/or your current spouse.
- Information regarding children (names, addresses, telephone numbers, dates of birth, Social Security numbers).
- Information regarding other heirs or beneficiaries (same as above).
- Information regarding obligations you or your spouse have (or will have, upon death).
- Driver's license information for you and your spouse.
- Medicare or health care card information for you and your spouse.
- Emergency contact information for you and your spouse.
- Professional service provider information (Example: physician, attorney, banker, investment advisor, tax advisor, employer, pension administrator, health insurance agent, life insurance agent, clergy)
- Utility and household service providers, including account numbers.
- Birth certificates for you and your spouse.
- Marriage license.
- Adoption records.
- Spouse's death certificate.
- Military discharge papers.

- Passport/Visa/Green cards.
- Naturalization papers.

It is also helpful to collect and organize the following legal documents:

- Safe deposit box information.
- Durable power of attorney.
- Durable power of attorney for health care.
- Living will/medical directive.
- Organ donation information.
- Will.
- Revocable Trust.
- Information regarding personal property to be distributed upon death. (i.e. Laundry List)
- Supplemental Estate Planning Memorandum.
- Pre-nuptial and Post-nuptial Agreements.
- Divorce and child support obligation agreements.

A copy of the following tax returns should be kept in your organizer (or a notation as to where these tax returns are kept):

- Federal individual income tax return (most recently filed).
- State individual income tax return (most recently filed).
- Estate tax return (Form 709) if filed for predeceased spouse.
- Gift tax return (Form 709) (most recently filed).

Include the following information for which you and/or your spouse would like to make advance planning:

- Funeral and burial information, including funeral home and contact name, cemetery, location of plot, instructions for remains (if cremated), church name and address, instructions for services, clothing to be worn, pallbearers, preference for donations in lieu of flowers.
- Obituary information.
- Photo to be used for obituary.
- Burial policy and deed information.
- Pet information (who wish to take care of your pet and special care requirements).

Your organizer should also include essential information about the assets you own, including any of the following that apply:

- Bank and brokerage accounts (checking and savings accounts, money market accounts and certificates of deposit, and any other liquid assets), including the account number, type of ownership, how that account was obtained (gift, invested, inherited, etc.), its cost basis, estimated current value, and a copy of the most recent statement for each account.

- Real estate owned, including the property description, address, who it's owned by, the location of the deed, the location of the purchase and improvement records, who holds any mortgages, liens, and encumbrances for the property, and the current estimated property value.
- Retirement accounts, including the type of account (traditional IRA, Roth IRA, SEP-IRA, 401K plan, Keogh plan, or other company retirement plan or tax-deferred annuity), where the account is held, account number, names of designated beneficiaries, current market value, tax basis, and a copy of the most recent statements for each account.
- Annuity contracts, including the name of the owner, policy number, company name, beneficiary information, estimated current value, and location of relevant statements.
- Business interests (partnerships, LLCs, joint ventures, closely held C or S corporations and sole proprietorships), including approximate percentage of ownership, estimated current value, and location of supporting documents.
- Trusts that you or your spouse created for which either of you is a beneficiary of the trust income or principal, including the name of the trust, type of trust, name of beneficiary, estimated current value, and the location of supporting documents.
- Trusts created by someone else for which you are a beneficiary of either the trust income or principal (provide the same information as described above).
- Motor vehicles owned and leased, including the make, model, year, vehicle identification number, lender, and estimated current value.
- Other personal property (for example, jewelry, collections, antiques), including a description, and the estimated current value.
- Summary of liabilities (real estate mortgages, bank loans, credit cards and charge accounts, investment loans, and any other liabilities), including the institution or individual holding the loan, the approximate current amount owed, and a copy of a recent supporting statement.
- Detailed credit card information, including the type of credit card, the card issuer, account number, and the customer service telephone number.
- Monthly or annual income information (for example, gross salary and bonus, Social Security, retirement/pension/annuity, dividends and interest, earnings from business interest, income from trusts, alimony and child support and installment contract income), including the source of the income and the estimated monthly or annual income amount.
- Copy of the most recent annual employer benefits statements.
- Copy of the most recent annual Social Security statement.
- Electronic Accounts access codes; list passwords for all accounts together with the names of the institution for the convenience of your beneficiaries.

Keeping all insurance policy information available in one central location is very helpful, including any of the following:

- Life Insurance, including the name of the insured, policy number, policy owner if different than the insured, policy type, death benefit amount, estimated cash value, the agent/company's name and address, annual premium amount, outstanding loans, beneficiaries, policy anniversary date, term of coverage, and where the contract is located.

- Accidental death and dismemberment insurance, including the name of the insured, the agent/company's name and address, policy number, coverage amount, and beneficiaries.
- Health care insurance, including the agent/company's name and address, policy number, Medicare number, the primary insured's name, name of the primary insured, name of the secondary insured, names of covered family members, deductible amount, co-pay amount, prescription co-pay amount, and maximum annual and lifetime out-of-pocket expense amounts.
- Long-term care insurance, including the name of the covered person, agent/company's name and address, policy number, coverage daily limits, policy deductible, benefit amount, and number of activities of daily living that must be impaired to qualify for benefits.
- Long and Short-term disability insurance, including the name of the covered person, policy number, agent/company's name and address, benefit amount, length of benefit, and any conditions or restrictions.
- Homeowner's insurance, including the property address/description, policy number, policy type, agent/company's name and address, coverage amount, deductible amount, and policy provisions.
- Auto and boat insurance, including the agent/company's name and address, policy number, persons named as covered drivers, their driver's license numbers, and any restrictions or exclusions.
