Financial and Personal Information Vault

Personal and Confidential

Name: _____ Date: _____

1 Introduction

Welcome to Walden Macht & Haran LLP's Guide for your Family and Advisors

Gathering detailed information, such as that requested in the pages following, can certainly be a time-consuming exercise. However, having one's personal information organized in one place can make a world of difference to a family, especially during a time of crisis. For those completing the Guide, it ensures the peace of mind that comes from knowing your affairs are in good order.

This form does not need to be completed in one sitting. The information gathered here, by its very nature, is confidential. Great care should be taken to secure the Guide where others cannot access it without your knowledge or permission. We urge our clients to save this document electronically in your personal computer and/or cloud storage as long as they are password protected and/or in printed form in a secure place. If you keep a paper copy, a safe deposit box is appropriate so long as a family member or advisor has access to the box in your absence.

Letter of Instruction: On the very first page of the Guide, we ask if you have prepared a letter of instruction for your family, and if so, specify its location on page five (5), i.e., "Where to Find It". This letter is something we encourage you to write, separately from the Guide, detailing instructions for your funeral or other arrangements that need to occur immediately following your death. The letter need not contain any financial information and can be kept somewhere easily accessed by your family or someone close to you. Such a letter can truly help your family avoid misunderstandings or differences of interpretation with respect to your wishes.

2 Personal Information

Name:	
Address:	
Secondary Address:	
I have left a letter of instruction with arrangements to be made at my death (see page 5): ☐ Yes ☐ No	
Home Phone:	Voicemail password:
Cell Phone:	Voicemail password:
Work Phone:	Voicemail password:
Email address:	e-mail Password:
Place of Birth:	Date of Birth:
Mother's Maiden name:	
Father's name:	
Name of spouse:	
Date of current marriage:	Place of marriage:
Prior Marriages:	
My children (names & birthdates):	

3 My Contacts

Attorney	Name & Address:	Phone:
Accountant	Name & Address:	Phone:
Financial Advisor	Name & Address:	Phone:
Primary Physician	Name & Address:	Phone:
Executor of Will	Name & Address:	Phone:
Employer contact	Name & Address:	Phone:
Property Insurance Agent	Name & Address:	Phone:
Life Insurance Agent	Name & Address:	Phone:

4 Other important contacts

Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:
Entity:	
Contact Name:	Phone:

5 Where to find it

Safe Deposit Box	Bank name:
	Box #:
	Key location:
	Bank address:
My Will (the original)	Location:
Medical Directive	Location:
Letter of Instruction (do not put in safe deposit)	Location:
Power of Attorney	Location:
Birth Certificate	Location:
Military Discharge Papers	Location:
Passport	Passport number:
	Expiration date:
	Usual location of original:
	Location of copy:
Marriage License (original)	Location:
Real Estate (include deed for cemetery plot):	Location:
Titles to cars, boats, etc.	Location:
Life Insurance policies	Location:
Medical insurance policies	Location:
Property insurance policies	Location:
Tax returns (last 3 years)	Location:
Partnership & Business agreements	Location:
Divorce Decree & other family papers	Location:
Addendum	Addendum attached: ☐ yes ☐ no

6 Real Property

Primary Residence	
Address:	
Purchase date:	Purchase Price:
Trusted Handyman:	Phone:
Electrician:	Phone:
Plumber:	Phone:
Other:	Phone:
Mortgage Lender:	Phone:

Secondary Residence:	
Address:	
Purchase date:	Purchase Price:
Trusted Handyman:	Phone:
Electrician:	Phone:
Plumber:	Phone:
Other:	Phone:
Mortgage lender:	Phone:
Rental agent:	Phone:

Other Real Estate	
Address:	
Purchase date:	Purchase price:
Agent:	Phone:

7 Financial Accounts

Bank accounts	
Bank 1 Name & Telephone No.:	Account No.:
Type of account: ☐ checking ☐ savings ☐ loan ☐ other _____	

Bank 2 Name & Telephone No.:	Account No.:
Type of account: ☐ checking ☐ savings ☐ loan ☐ other _____	

Bank 3 Name & Telephone No.:	Account No.:
Type of account: ☐ checking ☐ savings ☐ loan ☐ other _____	

credit cards	
Card 1 Issuer Name & Telephone No.:	Account No.:
Type of account: ☐ Visa ☐ Mastercard ☐ Amex ☐ other _____	

Card 2 Issuer Name & Telephone No.:	Account No.:
Type of account: ☐ Visa ☐ Mastercard ☐ Amex ☐ other _____	

Card 3 Issuer Name & Telephone No.:	Account No.:
Type of account: ☐ Visa ☐ Mastercard ☐ Amex ☐ other _____	

Card 4 Issuer Name & Telephone No.:	Account No.:
Type of account: ☐ Visa ☐ Mastercard ☐ Amex ☐ other _____	

7a Financial Accounts (continued)

Investment accounts	
Investment 1 Advisor name & telephone no.:	Account No.:
Investment 2 Advisor name & telephone no.:	Account No.:
Investment 3 Advisor name & telephone no.:	Account No.:
Investment 4 Advisor name & telephone no.:	Account No.:

Pension Plan Contact name & telephone no:

Employee 401(k) Contact name & telephone no:

Other investments:

Life Insurance Policies:		
Company 1:	Policy #:	Expected Proceeds:
Owner:	Insured:	

Company 2:	Policy #:	Expected Proceeds:
Owner:	Insured:	

Company 3:	Policy #:	Expected Proceeds:
Owner:	Insured:	

7b Financial Accounts (continued)

Airline Mileage Accounts	
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:
Airline:	Mileage & Account #:

8 Physical Assets

Vehicle 1 Year, Make & Model:	VIN:
License Plate:	Insurance co.:

Vehicle 2 Year, Make & Model:	VIN:
License Plate:	Insurance co.:

Vehicle 3 Year, Make & Model:	VIN:
License Plate:	Insurance co.:

Boats, Planes, other Vehicles – Describe:

Special Assets (coins, art, stamps, collectibles):

9 Addendum

1:
2:
3:
4:

10 Passwords

Account #1	
Username:	Password:

Account #2	
Username:	Password:

Account #3	
Username:	Password:

Account #4	
Username:	Password:

Account #5	
Username:	Password:

Account #6	
Username:	Password:

Account #7	
Username:	Password:

Account #8	
Username:	Password:

Account #9	
Username:	Password:

Account #10	
Username:	Password:

Account #11	
Username:	Password:

Account #12	
Username:	Password: