

Death Binder Checklist

Tick what you could find tonight. Every empty box is your next binder task.

1. Emergency summary (page one)

- ☐ Who to call first, with phone numbers
- ☐ Where the will and key papers are kept
- ☐ Doctor, pharmacy, and medicine list location

2. People and medical

- ☐ Family and friends to notify
- ☐ Doctors and specialists
- ☐ Power of attorney and health care wishes papers
- ☐ Medicare and health insurance cards (copies)

3. Where things are

- ☐ Will, or where the original is kept
- ☐ Deed or lease, and car titles
- ☐ Safe deposit box location and where the key is
- ☐ Spare keys (kept apart from the binder)

4. Money and bills

- ☐ Bank and credit union accounts, last four digits only
- ☐ Pension, retirement, and Social Security information
- ☐ Monthly bills, and which are on autopay

5. Insurance, home, and cars

- ☐ Life insurance policies, with the agent's name and number
- ☐ Home and car insurance
- ☐ How the house works (water shutoff, breaker box)

6. Digital accounts and pets

- ☐ Where passwords are kept, never the passwords
- ☐ Who takes the pets, and the vet's name and address

7. Wishes and letters

- ☐ Funeral wishes, and any prepaid funeral plan
- ☐ Letters to loved ones
- ☐ Update log: date last checked

Leave out: passwords, PINs, full account numbers, and full Social Security numbers.

An organizer, not a legal document. Checklist follows the National Institute on Aging "Getting Your Affairs in Order" list.