



S I M P L I F Y
Y O U R L I F E
FINANCIAL



**CRITICAL INFORMATION
AT YOUR FINGERTIPS**

THE PURPOSE OF THIS DOCUMENT IS TO ACHIEVE EXACTLY THIS; AS YOU AND YOUR FAMILY ENCOUNTER CHANGE, WE WILL HELP YOU MAINTAIN STABILITY AND SECURITY. AT DELAP, IT IS OUR GOAL AS A TEAM TO CREATE FINANCIAL CLARITY FOR YOU. BEYOND LOOKING SIMPLY AT YOUR TAXES, WE STRIVE TO INTEGRATE A COMPLETE FINANCIAL STRATEGY TO HELP YOU WIN.

Get started today by reaching out to us. We'd love to discuss how we can simplify your financial life.

(503) 697-4118

DATE

YOUR NAME



delap

KEY CONTACTS

FAMILY MEMBER _____	NAME	TELEPHONE
FAMILY MEMBER _____	NAME	TELEPHONE
FRIEND _____	NAME	TELEPHONE
FRIEND _____	NAME	TELEPHONE
PRIMARY CARE PHYSICIAN _____	NAME	TELEPHONE
OTHER PHYSICIAN _____	NAME	TELEPHONE
PEDIATRICIAN _____	NAME	TELEPHONE
GUARDIAN FOR MINORS _____	NAME	TELEPHONE
HOME HEALTH AIDE _____	NAME	TELEPHONE
PRIMARY MEDICAL INSURANCE _____	NAME	TELEPHONE
FINANCIAL ADVISOR _____	NAME	TELEPHONE
ATTORNEY _____	NAME	TELEPHONE
EXECUTOR _____	NAME	TELEPHONE
POWER OF ATTORNEY _____	NAME	TELEPHONE
ACCOUNTANT _____	NAME	TELEPHONE
DENTIST _____	NAME	TELEPHONE
VETERINARIAN _____	NAME	TELEPHONE
TELEPHONE PROVIDER _____	NAME	TELEPHONE
CELLULAR PHONE PROVIDER _____	NAME	TELEPHONE
CABLE PROVIDER _____	NAME	TELEPHONE
GAS COMPANY _____	NAME	TELEPHONE
ELECTRIC COMPANY _____	NAME	TELEPHONE

EXAMPLE: ADOPTION PAPERS

JOHN SMITH
123 BIRCH STREET, ALLENTOWN PA 18102
(610) 321-3210

LOCKBOX, US BANK
IF DIGITAL LOCATION: INCLUDE WEBSITE
LOGIN, AND PASSWORD

PERSONAL

SOCIAL SECURITY CARD		
BIRTH CERTIFICATES		
PASSPORT/CITIZENSHIP (NATURALIZATION) PAPERS		
DRIVER'S LICENSE NUMBER AND EXPIRATION DATE		
ADOPTION PAPERS		
MARRIAGE CERTIFICATE		
PRENUPTIAL AGREEMENT		
DIVORCE OR SEPARATION PAPERS		
MILITARY DISCHARGE PAPERS		
SAFE AND COMBINATION		
SAFE DEPOSIT BOX AND KEY		

OWNERSHIP

REAL ESTATE DEEDS		
MOTOR VEHICLE TITLE		
OTHER TITLES OF OWNERSHIP		
APPRAISAL AND INVENTORY OF VALUABLE ITEMS		

TAX

PRIOR YEARS' FEDERAL AND STATE TAX RETURNS		
FEDERAL/STATE GIFT TAX RETURNS		
PROPERTY AND SCHOOL TAX RECORDS		

BANKING

BANKING DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
ACCOUNT STATEMENTS		
CHECKING ACCOUNT STATEMENTS		
CHECKBOOK		
SAVINGS STATEMENTS		
MONEY MARKET ACCOUNT STATEMENTS		
CREDIT UNION ACCOUNT BOOK OR STATEMENTS		
CD STATEMENTS		
CREDIT CARD STATEMENTS		
DEBIT CARD STATEMENTS		
ONLINE BILL PAYING INFORMATION		

ESTATE

ESTATE PLANNING DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
LAST WILL AND TESTAMENT		
LIVING TRUST/HEALTH CARE PROXY		
DURABLE POWER OF ATTORNEY		
BURIAL INSTRUCTIONS		
CEMETERY PLOT DEED		
PREPAID CREMATION PAPERS		
FUNERAL HOME PREFERENCE AND INFORMATION		
LETTER OF INSTRUCTION TO EXECUTOR/EXECUTRIXES		
DEATH CERTIFICATE		

INSURANCE

ESTATE PLANNING DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
LONG-TERM CARE INSURANCE POLICY		
LIFE INSURANCE POLICY		
GROUP LIFE POLICIES		

HEALTH AND ACCIDENT INSURANCE CARDS AND CLAIMS RECORDS		
MORTGAGE INSURANCE POLICIES		
TRAVEL INSURANCE POLICY		
PROPERTY AND CASUALTY POLICY		
VETERANS ADMINISTRATION INSURANCE POLICY		
BENEFICIARY FORMS FOR INSURANCE POLICIES		

PERSONAL AND CHARITABLE TRUSTS

PERSONAL DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
PERSONAL TRUST ACCOUNT		
TRUSTEE INFORMATION		
CHARITABLE TRUST ACCOUNT		
CHARITABLE DONATION PREFERENCES		

INVESTMENTS

INVESTMENT DOCUMENT	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP MY PAPERS?
BROKERAGE ACCOUNT STATEMENTS		
MUTUAL FUND ACCOUNT STATEMENTS		
OTHER MANAGED ACCOUNT STATEMENTS		
STOCK CERTIFICATES NOT HELD IN AN ACCOUNT		
BEARER BONDS NOT HELD IN AN ACCOUNT		
ALTERNATIVE INVESTMENTS (INCLUDES K-1S)		
529 COLLEGE SAVINGS PLAN STATEMENTS		
COST BASIS PAPERS		
ONLINE TRANSACTION CONFIRMATION		
CONCENTRATED STOCKS (10B5-1 SELLING PLANS, RULE 144/145 SALES AND LENDING)		

RETIREMENT

RETIREMENT DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
IRA STATEMENTS		
COMPANY RETIREMENT PLAN STATEMENTS FROM ALL EMPLOYERS E.G., 401 (K), 403(B)		

OTHER COMPANY BENEFITS (STOCK OPTIONS, DEFERRED COMPENSATION)		
BENEFICIARY FORMS FOR IRAS, 401(K)S OR OTHER BENEFIT PLANS		
VARIABLE OR FIXED ANNUITIES STATEMENTS		
BENEFICIARY FORMS FOR ANNUITIES POLICIES		

CREDIT

CREDIT AND LENDING DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
MORTGAGE		
HOME EQUITY LINE PAPERS		
LOAN MANAGEMENT ACCOUNT STATEMENTS		
SECURITIES-BASED LOAN		
CAR LOAN		
OTHER OUTSTANDING LOANS		
PROMISSORY NOTES		
RENTAL AND/OR LEASE AGREEMENTS		

BUSINESS

SMALL BUSINESS DOCUMENTS	PROVIDER CONTACT INFORMATION	WHERE DO I KEEP THESE PAPERS?
INCORPORATION/OWNERSHIP PAPERS		
FINANCING PAPERS		
BANK ACCOUNT STATEMENTS		
PAYROLL RECORDS		
EMPLOYEE RECORDS		
EMPLOYEE RETIREMENT PLANS		
STOCK OPTION PLANS		
OTHER EMPLOYEE BENEFIT PLANS		
CREDIT CARD STATEMENTS		
BUY/SELL OR PARTNERSHIP AGREEMENTS		

NOTES:

Helping clients win since 1933.

