



RUBACH WEALTH
Holistic Family Advisors™

You are not the client*

YOUR PERSONAL RECORDS ORGANIZER

Your personal records organizer helps you organize important information about your personal and financial affairs in one handy location. Update it once a year. We are happy to help you.

Keep this records organizer in a safe place with your other important papers. Let your family know where it's located.



RUBACH WEALTH
Holistic Family Advisors™

NEXT OF KIN

1 Name

Address

Telephone

Email

2 Name

Address

Telephone

Email

3 Name

Address

Telephone

Email

OTHERS TO NOTIFY IN THE EVENT OF DEATH

Executor

Name

Address

Telephone

Email

Financial Security Advisor

Name

Address

Telephone

Email

Employer or Business Partners

Name

Address

Telephone

Email

Lawyer

Name

Address

Telephone

Email

Accountant

Name

Address

Telephone

Email

Doctor

Name

Address

Telephone

Email

Dentist

Name

Address

Telephone

Email

Bank or Credit Union

Name

Address

Telephone

Email

Investment Advisor

Name

Address

Telephone

Email

Trust Officer

Name

Address

Telephone

Email

YOUR WILL

Do you have a will?

Yes

No

The original is located

A copy is located

The will was last updated

Living will

Do you have a living will (if allowed in your province?)

Yes

No

Living will is kept

POWER OF ATTORNEY

Do you have a power of attorney?

Yes

No

Who?

Arrangements are made through

The original is located

A copy is located

ORGAN DONATION

Do you want to donate your organs or body for transplant, medical research or education?

Yes

No

If yes, have you explained this in your:

Will

Organ Donor Card

Driver's License

FUNERAL ARRANGEMENTS

Have you made funeral arrangements? Yes No

Funeral home name

Address

Telephone

Have you set out instructions for burial, cremation or funeral? Yes No

Are these instructions in your will? Yes No

In a letter? Yes No

Instructions are located

Do you own a cemetery plot? Yes No

Have you provided for its ongoing care? Yes No

The plot is located

The deed to it is kept

PERSONAL INFORMATION

Date of Birth

Place of Birth

Birth certificate is located

Social insurance or social security number

Citizenship papers Yes No

They are located

Marriage certificate Yes No

It is located

Military Service Yes No

Discharge papers are located

Country served

Veteran's number

PREVIOUS EMPLOYERS

Put the current or most recent employer first.

	Years
1 Address	Email
2 Employer name	Years
Address	Email
3 Employer name	Years
Address	Email

BANK ACCOUNTS

List all of your accounts, so your executor or family can find the money in them.

1 Branch, credit union/Branch	
Account number	Type
2 Branch, credit union	
Branch	
Account number	Type
3 Branch, credit union	
Branch	
Account number	Type
4 Branch, credit union	
Branch	
Account number	Type

FINANCIAL COMMITMENTS

Rent or mortgage payments

Amount \$ Due Date

Lender

Address

Outstanding loans

1 Lender

Amount \$ Due date

Address Email

2 Lender

Amount \$ Due date

Address Email

Bills paid through automatic payment plans

1 Company

Amount \$

Account number Due date

Address Email

2 Company

Amount \$

Account number Due date

Address Email

3 Company

Amount \$

Account number Due date

Address Email

4 Company

Amount \$

Account number

Due date

Address

Email

OTHER FINANCIAL OBLIGATIONS OR COMMITMENTS

1 For

Located

2 For

Located

LIFE INSURANCE

Policies you own on your own life

1 Company

Policy number

Policy is located

2 Company

Policy number

Policy is located

3 Company

Policy number

Policy is located

Policies you own on others

1 Company

Policy number

Policy is located

2 Company

Policy number

Policy is located

Policies others own on your life

1 Company	Policy number
Policy is located	

Group or association life insurance

1 Company	Policy number
Policy is located	

2 Company	Policy number
Policy is located	

CRITICAL ILLNESS INSURANCE

1 Company	Policy number
Policy is located	

2 Company	Policy number
Policy is located	

DISABILITY INSURANCE

1 Company	Policy number
Policy is located	

2 Company	Policy number
Policy is located	

HOSPITAL AND MEDICAL INSURANCE

1 Company	Policy number
Policy is located	

2 Company	Policy number
Policy is located	

INVESTMENTS

Pension plans, registered plans

Are you a member of a registered pension plan? Yes No

Carrier name and address

Carrier name and address

Information about these plans is located

Do you have a registered retirement savings plan (RRSP)? Yes No

Carrier name and address

Carrier name and address

Information about these plans is located

Are you a member of a deferred profit-sharing plan? Yes No

Carrier name and address

Carrier name and address

Information about these plans is located

Segregated fund policies, mutual funds, registered education savings plans (RESPs)

Do you have investment funds or RESP's Yes No

Portfolio 1

Carrier name and address

Acct Number

Do you invest regularly using automatic withdrawals? Yes No How often?

Where is it taken from?

Do you receive income? Yes No How often?

Where is it deposited?

Information about these investments is located

Portfolio 2

Carrier name and address

Acct Number

Do you invest regularly using automatic withdrawals? Yes No How often?

Where is it taken from?

Do you receive income? Yes No How often?

Where is it deposited?

Information about these investments is located

Portfolio 3

Carrier name and address

Acct Number

Do you invest regularly using automatic withdrawals? Yes No How often?

Where is it taken from?

Do you receive income? Yes No How often?

Where is it deposited?

Information about these investments is located

Tax-free savings account (TFSA)

Do you have a TFSA? Yes No

Do you have more than one TFSA? Yes No

Where is it deposited / invested?

Carrier name and address

Policy / plan number

Information about these plans is located

Do you invest regularly?

Registered retirement income funds (RRIFs), annuity contracts

Do you invest regularly?

Yes

No

Account 1

Carrier name and address

Policy number

Do you receive income?

Yes

No

How often?

Where is it deposited?

Information about these annuities is located

Account 2

Carrier name and address

Policy number

Do you receive income?

Yes

No

How often?

Where is it deposited?

Information about these annuities is located

Bonds and government investments

Do you have any government bonds?

Yes

No

Registered in your name?

Yes

No

Type of bond

Bearer

Co-registered with

Serial numbers

The bonds are located

Securities

Do you own any stocks or bonds? Yes No

Information about them is located

Did you acquire any of them by gift or inheritance Yes No

Are any of your securities pledged for loans? Yes No

Financial institution

RESIDENCE AND REAL ESTATE

1 Type of real estate (house, condo, vacation home, etc.)

Title is held by (select one) You Spouse Joint

Is there a mortgage? Yes No

Mortgage is held by:

2 Type of real estate (house, condo, vacation home, etc.)

Title is held by (select one) You Spouse Joint

Is there a mortgage? Yes No

Mortgage is held by:

3 Type of real estate (house, condo, vacation home, etc.)

Title is held by (select one) You Spouse Joint

Is there a mortgage? Yes No

Mortgage is held by:

Where are the following located?

Deeds

Copy of mortgages

Property insurance policies

Land surveys

Property tax receipts

Leases

Maintenance details

Personal Property

List all vehicles you own

Vehicle registrations are located

Bill of sale and insurance papers are located

Jewelry, stamp collections, coin collections, etc., are located

Are household furnishings insured?

Yes

No

Bill of sale, inventory, and insurance policies for furnishings are located

DEBTORS, CREDITORS

People who owe you money

1 Name

Address

Telephone

Email

Amount \$

Date

2 Name

Address

Telephone

Email

Amount \$

Date

People to whom you owe money, other than previously listed

1 Name

Address

Telephone

Email

Amount \$

Date

2 Name

Address

Telephone

Email

Amount \$

Date

Loan agreements or promissory notes are located

Safe deposit box

Do you have a safe deposit box?

Yes

No

Location

Names of others who have access to it

Location of the keys

List of contents is kept

Charitable gifts

1 For

Address

Telephone

Email

2 For

Address

Telephone

Email

Contractual obligations

1	For	Located
2	For	Located
3	For	Located
4	For	Located

Trust funds

Have you created any trusts? Yes No Purpose

Trust agreement was drawn up by

Trust papers are located

Income tax

Tax advisor's name

Address

Telephone

Email

Memberships

List all memberships in clubs and associations and publication subscriptions.

1 Name
Address

Telephone

Email

2 Name

Address

Telephone

Email

3 Name

Address

Telephone

Email

This personal records organizer is provided as a convenience and the accuracy and completeness of information in it is not guaranteed by Rubach & Associates.

PASSWORDS

Platform/Program:

Login:

Password:

Platform/Program:

Login:

Password:

Platform/Program:

Login:

Password:

Platform/Program:

Login:

Password:

Platform/Program:

Login:

Password:

Platform/Program:

Login:

Password:

NOTES

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