

WISH* LIST

*WHAT IF SOMETHING HAPPENED



NO ONE WANTS TO THINK ABOUT DEATH. IT'S A TOUGH TOPIC TO APPROACH WITH FAMILY MEMBERS AND SOME BELIEVE IT SHOULD BE AVOIDED AT ALL COSTS. WHEN IT COMES TO GETTING YOUR AFFAIRS IN ORDER BEFORE YOU DIE, MOST PEOPLE KNOW WHAT TO DO; THEY JUST DON'T KNOW WHAT DOCUMENTS TO KEEP, WHERE TO STORE THEM, AND WHO THEY SHOULD TELL. KOS CREATED THIS GUIDE TO HELP YOU UNDERSTAND THE DOCUMENTS YOU NEED TO ESTABLISH AND GATHER TO ENSURE THAT YOUR HEIRS CAN FIND THEM AFTER YOU ARE GONE.

KOS
KESSLER ORLEAN SILVER
CERTIFIED PUBLIC ACCOUNTANTS

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ABOUT KESSLER ORLEAN SILVER

Based in Deerfield, Illinois, a Chicago suburb, Kessler Orlean Silver (KOS) serves businesses and individuals in multiple states providing business consulting, auditing, accounting and bookkeeping, and tax services. With an 80 year-history, KOS provides innovative accounting solutions to business owners, executives and managers, private investors, and professionals. Our down-to-earth style and practical experience comes from a long-time culture of helping people and feeling passionate about doing so!

We consider ourselves unique in that we are large enough to meet our clients' needs, yet small enough to care and deliver the responsive service that they expect. Our clients recognize that we focus on the future, not just on the past. Our dedicated professional staff of CPAs and accountants has experience and understanding of various industries so our clients can be confident that compliance is achieved.

The single most important factor in KOS's success has been our uncompromising commitment to the highest standards of quality and professionalism. Providing quality service to our clients is our primary objective, whether it is for an accounting, tax or consulting engagement. For more information, visit koscpa.com or call 847.580.4100.

USING THIS GUIDE

This guide is designed to capture the efforts you have arranged to ensure that your wishes are carried out and that your family members and beneficiaries are not left with unanswered questions. KOS recommends that you create a folder of all of your documents that family members can get to in case of an emergency. This way they are not left trying to get all the papers together and finding them all. It's a good idea to store them in a safe deposit box or keep them with your attorney.

Using the checklist, set aside some time to go through your documents and complete the information. KOS hopes that important conversations with your loved ones will be initiated helping to ensure peace-of-mind for you and your beneficiaries. If there are areas that are incomplete in the checklist, you may want to take this time to speak with your trusted advisor to ensure you and your family is protected. This guide is intended to be a starting point and not considered legal advice. Please discuss your options and plans with a KOS professional prior to making final decisions.

This guide was last updated: _____

PERSONAL INFO

SELF

Full legal name _____ Date of Birth _____

Address _____ City _____ ST ____ Zip _____

Social Security # _____ Driver's Lic # _____ Place of birth _____

SPOUSE

Full legal name _____ Date of Birth _____

Address _____ City _____ ST ____ Zip _____

Social Security # _____ Driver's Lic # _____ Place of birth _____

IMPORTANT CONTACTS

Accountant _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Attorney _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Personal Representative/Executor _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Insurance Representative _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Financial Advisor _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Trust Officer _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Business Partner/Associate _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Employer _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Family Member _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Friend(s) _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Emergency Contact _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Primary Care Physician _____ Phone _____

Address _____ City _____ ST _____ Zip _____

Other _____ Phone _____

Address _____ City _____ ST _____ Zip _____

RECORD LOCATOR

GENERAL ITEMS	Location	Notes
Social Security card		
Birth certificates		
Passport/Citizenship papers		
Adoption papers		
Marriage certificate		
Prenuptial agreement		
Divorce or separation papers		
Military discharge papers		
Safe and combination		
Safe deposit box and key		
Medical records		

ESTATE PLANNING	Location	Notes
Last will and testament		
Living will/Health care proxy		
Durable power of attorney		
Burial instructions		
Cemetery plot deed		
Prepaid cremation papers		
Funeral home information		
Letter of instruction to executor		
Death certificate		

OWNERSHIP & LOANS	Location	Notes
Real estate deeds		
Motor vehicle title(s)		
Other titles of ownership		
Appraisal and inventory of valuable items		
Mortgage(s)		
Home equity line		
Car loan		
Other loans		
Promissory notes		
Lawsuit or documents on pending legal action		

INSURANCE	Contact	Institution/Company	Policy/Account #	Location
Long term care insurance policy				
Life insurance policy				
Group life policy				
Disability insurance policy				
Travel insurance policy				
Mortgage insurance policy				
Property and casualty policy				
VA insurance policy				
Beneficiary forms for insurance policies				

BANKING	Contact	Institution/Company	Account #	Location
Account statements				
Checking statements				
Checkbook				
Savings statements				
Money market account statements				
Credit union account				
CD statements				
Credit card statements				
Debit card statements				
Online bill paying information				

INVESTMENTS	Contact	Institution/Company	Account #	Location
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 (including K-1s)				
529 college savings plan statements				
Cost basis papers				
Online transaction confirmation				

RETIREMENT	Contact	Institution/Company	Account #	Location
IRA statements				
Company retirement plan statements from all employers				
Other company benefits (stock options, deferred comp)				
Deferred compensation				
Beneficiary forms for IRAs, 401Ks or other benefit plans				
Variable or fixed annuities				
Beneficiary forms for annuities policies				

NOTES
