

# LEGAL and FINANCIAL DOCUMENT CHECKLISTS

Make sure you have the following information, including correct phone numbers for your insurance companies. Review your coverage to make sure it is adequate for your current circumstances. If you are missing some of this information and are unsure where to obtain it, see the list of resources at the end of this list. These items may assist if you need to file for government disaster assistance, tax assistance, etc.

## Insurance Policies

- Property Insurance
- Rental Insurance
- Auto Insurance
- Health Insurance
- Life Insurance
- Other

## Financial Information

- Bank/Credit Union Statements
- Credit/Debit Card Statements
- Retirement Accounts (401K, TSP, IRA)
- Investment Accounts (Stocks, Bonds, Mutual Funds)

### NOTES:

## Tax Information

*Tax returns from the previous year may be required to apply for loans and to verify your income in the event you need to apply for assistance.*

- Previous Year's Income Tax Return
- Property Tax Statement
- Personal Property Tax (i.e. Car Tax)

## Sources of Income/Assets

*You may be required to provide verification of your income and its source if you need to apply for assistance.*

- Recent Pay Stubs for All Sources of Income
- Government Benefits (e.g. Social Security, Temporary Assistance for Needy Families, Veterans')
- Alimony Income
- Child Support Income
- Professional Appraisals of Personal Property
- Rewards Accounts (e.g., Frequent Flyer Programs, Hotel Rewards)

## Financial Obligations

*Having a record of your financial obligations can be extremely important to demonstrate your discretionary income and to qualify for income-based assistance following a disaster. If you do not have a lease, having proof of utility payments is very important to demonstrate residence in the home.*

- Mortgage Statement
- Lease
- Utility Bills (Electric, Water, Gas)
- Car Payment
- Student Loan
- Alimony Payments
- Child Support Payments
- Elder Care Facilities
- Other Debt

# VITAL INSURANCE INFORMATION

The following information will be important immediately after a storm and will help expedite the filing of claims. Perform an annual review of the type and amount of coverage you have and know what each of your insurance policies cover. Make sure you are adequately protected in the event of a loss.

## PROPERTY INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## HEALTH INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## WIND ONLY POLICY

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## LIFE INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## RENTAL INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## OTHER INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## AUTO INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

## OTHER INSURANCE

Company \_\_\_\_\_  
Policy Number \_\_\_\_\_  
Company Phone # \_\_\_\_\_  
Company Address \_\_\_\_\_  
Deductible \_\_\_\_\_  
Premium Due Date \_\_\_\_\_

# FINANCIAL ACCOUNT & MORTGAGE INFORMATION

## FINANCIAL ACCOUNT

Name of Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Website \_\_\_\_\_

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If your home is mortgaged, any insurance claim settlement payment attributable to repair of the dwelling will be made out to you and the mortgage holder. You will need to keep the mortgage holder informed of the process and arrange a schedule of release of funds for repairs.

## MORTGAGE INFORMATION

Name of Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Website \_\_\_\_\_

## SPECIAL NOTE ABOUT SECURITY CONCERNS

Electronic payments, credit/debit cards and software programs for taxes and other finances require a password, PIN (Personal Identification Number) or personal security questions as an extra measure of protection. It is important to keep these access codes secure. DO NOT include a list of passwords and PINs in your documents.

Choosing secure passwords is one of the most important things you can do to keep your electronic accounts safe and avoid the headaches and potential suffering caused by security breaches. Be sure to select a password or PIN that is something you will be able to remember, but that is NOT something easily associated with you, such as a birth date, phone number, nickname or other reference someone could easily discover. Never write your password down or store it in an unencrypted file.

NEVER give out a password or PIN for any account to anyone, no matter who the person is or claims to be. No customer service representative, systems administrator or corporate security officer should ever ask you for your password or PIN. If someone is authorized to access your account, he or she does not need your password to get access.