

# Loss of a loved one

## Financial inventory checklist

At this time, getting organized can help you feel more in control. Use this checklist to help gather the documents you'll need to settle your loved one's affairs.

---

### Pull together important documents.

- Tax returns for the past five years (both state and federal)
- Pay stubs for the last six months
- Wills and trust documents
- Beneficiary designations
- Pre- and postnuptial agreements
- Previous divorce settlements

---

### Locate all financial statements.

- Bank and credit union accounts
- Certificates of deposit (CDs)
- Investment statements and brokerage accounts
- Credit card accounts (business and personal)

---

### Collect real estate documents.

- Title papers
- Original purchase documents
- Mortgage agreements
- Home equity loan documents

---

### Find all insurance policies.

- Health
- Life
- Disability
- Homeowner's/renter's
- Auto
- Umbrella

---

### Gather statements on all retirement accounts.

- 401(k)s
- 403(b)s
- Pensions (defined benefit plans)
- IRAs
- Keoghs (Qualified Retirement Plans)
- SEP-IRAs
- Profit-sharing plans
- Annuities
- Dividend reinvestment plans (DRIPs)

---

Compile records of employee benefits.

- Stock options
- Bonuses
- Health and other types of insurance

---

Compile other financial-asset documents.

- Partnerships or interests in limited liability companies (LLCs)
- Promissory notes owed by family members or third parties
- Patents, trademarks, and royalty or rental income
- Auto registrations
- List of valuables—antiques, artwork, collectibles, jewelry

---

Assemble additional information.

- Business financial statements
- Inheritance records
- Records of monetary gifts made, or received (including charitable donations)
- Any pending litigation or arbitration proceedings
- Safety deposit box key(s)
- Educational records
- Birth and marriage certificates
- Social Security documents

---

We're here to help.

Call Schwab's estate helpline at [1-888-297-0244](tel:1-888-297-0244).

Schedule an appointment at a Schwab branch near you at [schwab.com/branch](http://schwab.com/branch).

---

Notes

The logo for Charles Schwab, featuring the word "charles" in a script font above the word "SCHWAB" in a bold, sans-serif font, all contained within a blue square.