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.

Schedule an appointment at a Schwab branch near you at schwab.com/branch.

Notes