



Financial and estate planning record keeper



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Financial and estate planning record keeper

Keeping up-to-date records of your personal and financial documents is extremely important for a number of reasons:

- It keeps all the information you need for future reference in one handy place.
- It provides your executor or Power of Attorney all the details necessary to deal with your assets on your behalf.
- It can form the basis for both your estate plan and your financial plan if you haven't developed either as yet.

This Record Keeper is one of the most important documents you have and will save your heirs and executor a great deal of time and trouble. It's worth the effort!

The Record Keeper is also available as an online document so you can complete, save and easily update the Record Keeper on your computer. Whether you choose to use the printed version or the electronic version, be sure to send a copy to your executor or Power of Attorney or let them know where you have stored it so it can be easily accessed.

IF YOU CHOOSE TO PREPARE THIS DOCUMENT ONLINE

There are a number of issues with accessing your documents on your computer. We recommend that you copy the Record Keeper on a portable device such as a memory stick and either give it to your Executor or let them know where it is located. Don't forget to provide the newest updates when you revise it.

UPDATE EVERY YEAR

Your Record Keeper is only as valuable as the accuracy of the information it contains. Be sure to update it annually to ensure all the information is correct. It is helpful to time this with another annual event such as completing your taxes.

NEED HELP?

If you have any questions, don't hesitate to contact your financial advisor at BlueShore Financial as well as your other key professional advisors.

Date Prepared _____

Date of Last Update _____

PERSONAL INFORMATION

Your First Name	Middle Name	Surname		
Date of Birth	Place of Birth			
Current Address		City	Province	Postal Code
Social Insurance Number	Driver's License Number		BC Personal Health Number	

Spouse

Spouse's First Name	Middle Name	Surname		
Date of Birth	Place of Birth			
Social Insurance Number	Driver's License Number		BC Personal Health Number	

Children

Child's First Name	Middle Name	Surname		
Date of Birth	Place of Birth			
Current Address (if different from above)		City	Province	Postal Code
Social Insurance Number (for minor children)		BC Personal Health Number		

Child's First Name	Middle Name	Surname		
Date of Birth	Place of Birth			
Current Address (if different from above)		City	Province	Postal Code
Social Insurance Number (for minor children)		BC Personal Health Number		

Child's First Name	Middle Name	Surname		
Date of Birth	Place of Birth			
Current Address (if different from above)		City	Province	Postal Code
Social Insurance Number (for minor children)		BC Personal Health Number		

YOUR ADVISORS

Financial Planner

Name	Firm/Financial Institution		
Address	City	Province	Postal Code
Phone Number	Email		

Investment Advisors

Name	Firm/Financial Institution		
Address	City	Province	Postal Code
Phone Number	Email		

Name	Firm/Financial Institution		
Address	City	Province	Postal Code
Phone Number	Email		

Banking Contacts

Name	Financial Institution		
Address	City	Province	Postal Code
Phone Number	Email		

Name	Financial Institution		
Address	City	Province	Postal Code
Phone Number	Email		

Lawyers

Name	Firm		
Address	City	Province	Postal Code
Phone Number	Email	Type of Service	

Name	Firm		
Address	City	Province	Postal Code
Phone Number	Email	Type of Service	

Accountants

Name	Firm			
Address	City	Province	Postal Code	
Phone Number	Email	Type of Service		

Name	Firm			
Address	City	Province	Postal Code	
Phone Number	Email	Type of Service		

Physicians and other Health Professionals

Name	Nature of Care		
Address	City	Province	Postal Code
Phone Number	Email		

Name	Nature of Care		
Address	City	Province	Postal Code
Phone Number	Email		

Name	Nature of Care		
Address	City	Province	Postal Code
Phone Number	Email		

Name	Nature of Care		
Address	City	Province	Postal Code
Phone Number	Email		

Other

Name	Type of Service		
Address	City	Province	Postal Code
Phone Number	Email		
Additional Notes			

WILLS, POWERS OF ATTORNEY AND FINAL ARRANGEMENTS

Wills and Powers of Attorney

Date of your last Will	Date of your spouse's last will	
Executor/Trustee	Phone Number	Email
Executor/Trustee (Co)	Phone Number	Email
Executor/Trustee for your spouse if different than above	Phone Number	Email
Date of your last Power of Attorney (POA)	Date of your spouse's last Power of Attorney	
Designated Power of Attorney	Phone Number	Email
Designated POA for your spouse if different then above	Phone Number	Email

Funeral Arrangements

Name of Funeral Home/Crematorium			
Address	City	Province	Postal Code
Contact Name	Phone Number	Email	
Notes			

Cemetery Plot

Cemetery Name	Plot Number	Phone	
Address	City	Province	Postal Code
Notes			

DOCUMENT AND ITEM LOCATIONS

Your Birth Certificate	Spouse's Birth Certificate	Children's Birth Certificates
Marriage Certificate	Separation / Divorce Papers	Custody / Adoption Papers
Citizenship Papers		Passports
Medical Records		Income Tax Returns
Banking Records		Investment Statements
Stock Certificates	Bonds	Share Certificates
Insurance Documents		Vehicle Ownership Papers
Loans / Mortgage Papers		Real Estate Deeds and other Documents

Shareholder / Partnership Agreements		
Power of Attorney Papers	Wills	Cemetery Plot Deed
Safety Deposit Box	Safety Deposit Box Key	
Other	Other	
Other	Other	

ACCOUNTS

Financial Accounts

Name of Financial Institution			
Branch	Contact	Phone Number	
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>

Name of Financial Institution			
Branch	Contact	Phone Number	
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>

Name of Financial Institution			
Branch	Contact	Phone Number	
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>

Other Accounts

Hydro	Account Number
Oil / Gas	Account Number
Home Telephone	Account Number
Internet Service	Account Number
Cellular Phone	Account Number
Cable / Satellite	Account Number
Home Security	Phone Number
Lawn & Garden Care	Phone Number
House Cleaning	Phone Number
Newspaper	Account Number
Newspaper	Account Number
Magazine	Account Number
Magazine	Account Number
Magazine	Account Number
Magazine	Account Number
Magazine	Account Number
Club Membership	Account Number
Club Membership	Account Number
Loyalty Program Membership	Account / Phone Number
Loyalty Program Membership	Account / Phone Number
Other	Account / Phone Number
Other	Account / Phone Number
Other	Account / Phone Number
Other	Account / Phone Number
Other	Account / Phone Number

ASSETS

Investment Accounts (Includes term deposits or GICs, RRSPs, RRIFs, RESPs)

Financial Institution / Firm				
Branch	Contact			Phone Number
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value

Financial Institution or Firm				
Branch	Contact			Phone Number
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value

Financial Institution or Firm				
Branch	Contact			Phone Number
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value
Account Type	Account Number	Individual <input type="checkbox"/>	Joint <input type="checkbox"/>	Value

Other Investments (e.g., stocks, bonds, mutual funds, share certificates)

Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value
Description	Contact	Phone Number	Value

Pension Plans

Company Name	Phone Number	Plan Number	Value
Company Name	Phone Number	Plan Number	Value
Company Name	Phone Number	Plan Number	Value
Company Name	Phone Number	Plan Number	Value

Annuities

Issuing Company	Phone Number	Policy Number	Value
Issuing Company	Phone Number	Policy Number	Value
Issuing Company	Phone Number	Policy Number	Value
Issuing Company	Phone Number	Policy Number	Value

Valuables (includes art, jewelry, coin/stamp collections, cars, antiques, season's tickets, etc)

Description	Location	Value
Description	Location	Value
Description	Location	Value
Description	Location	Value
Description	Location	Value
Description	Location	Value

Real Estate

Principal Residence Address	Purchase Date	Purchase Price
Owners	Mortgage Institution	Reference Number
Property Tax Reference Number	Municipality	
Notes		

Other Property Address	Purchase Date	Purchase Price
Owners	Mortgage Institution	Reference Number
Property Tax Reference Number	Municipality	
Notes		

Other Property Address	Purchase Date	Purchase Price
Owners	Mortgage Institution	Reference Number
Property Tax Reference Number	Municipality	
Notes		

Other Property Address	Purchase Date	Purchase Price
Owners	Mortgage Institution	Reference Number
Property Tax Reference Number	Municipality	
Notes		

Business Interests

Company Name	Your Role
Location of Key Documents	
Notes	

Company Name	Your Role
Location of Key Documents	
Notes	

INSURANCE

Life (term, whole, universal)

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Health (disability, critical illness, long-term care)

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Face Value	Policy Number	Policy Location
Contact Name	Phone Number	

Property and Casualty (house, auto, travel, mortgage)

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

Type	Insurer	Insured
Coverage Amount	Policy Number	Policy Location
Contact Name	Phone Number	

LIABILITIES

Loans and Lines of Credit

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Purpose	Borrower	Original Amount
Name of Institution	Address or Branch	
Notes		

Credit Cards

Issuer	Name on Card	Card Number
Issuer	Name on Card	Card Number
Issuer	Name on Card	Card Number
Issuer	Name on Card	Card Number
Issuer	Name on Card	Card Number
Issuer	Name on Card	Card Number

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BE RICHLY VALUED

