Nebraska Military Retiree Council

Family Information List

Basic overview of information and documents to discuss regarding personal and business matters.

1. Family Information
   a. Full Names of self and spouse.
   b. Full Names of children
   c. Parents Names
   d. Date and place of births and deaths
   e. Social Security Numbers
   f. Addresses, phone numbers and e-mails
   g. Education and employment history

2. Location of Personal Papers/Information
   a. Wills and Trusts
   b. Birth and Baptismal Certificates
   c. Diplomas
   d. Marriage certificate/Divorce decree
   e. Military Records (DD 214/NGB 22)
   f. Business (Deeds, Mortgages, Contracts)
   g. Warranties, Guarantees, Purchase Receipts (Description & Location)
   h. Passwords and Pins for accounts

3. Military and Veteran's Administration
   a. Location of applicable separation documents: DD 214, NGB 22, 20 year Letter, ID Cards
   b. Military Rank and Branch of Service
   c. Date of Retirement and Years of Service
   d. VA Compensation or Disability
   e. Survivor Benefit Plan (SBP)
   c. Point of contacts for: Finance - DFAS (website or number)
      Military Personnel Office (number and location)

4. Advisors with name, address, phone numbers and e-mail.
   a. Attorney
   b. Accountant
   c. Power of Attorney Holder
   d. Health Care Power of Attorney Holder
   e. Insurance Advisors (Health, Life, Auto, Homeowners, Supplemental, Disability, Long Term Care, etc)
   f. Pastor, Rabbi, Priest or Spiritual Counselor
   g. Investment Advisors
   h. Business Associates
   i. Bank
   j. Friends for Personal Advice.

5. Benefits for each family member.
   a. Life Insurance
      (1) Company & Policy Number
      (2) Face Amount/Cash Value
      (3) Owner/Beneficiaries
      (4) Advisor and location of policy

b. Employment Benefit/Pension Plan
  (1) Company
  (2) Contact Information and location
c. Health, Medical, Disability, Long Term Care and Accident Insurance
  (1) Company & Policy Number
  (2) Advisor and location of policy
d. Social Security

6. Investments
   a. Stocks
   b. Bonds
   c. Mutual Funds
   d. IRA Accounts
   e. Roth IRA Accounts
   f. Brokerage Accounts
   g. Annuities

7. Bank Accounts (Savings and Checking)
   a. Names on Account
   b. Account Number
   c. Location of Accounts
   d. Pay on Death (Yes/No)
   e. Certificate of Deposits
   f. Safety Deposit Box (location of key, contents and who has access)

8. Real Estate (Home, Rental, Investment)
   a. Address
   b. Location of Deed
   c. Mortgage Lender
   d. Mortgage Insurance
   e. Taxes (how paid)
   f. Insurance Company
   g. Names of Service Persons (Plumber, Furnace, Air, Sprinklers)

9. Motor Vehicles
   a. Owners
   b. Insurance Carrier
   c. Title location

10. Debts
    a. Home and Business Mortgages
    b. Bank Loans
    c. Miscellaneous loans and debts
    d. Credit Cards - type and account number
    e. How paid? Direct deposit, on-line banking or check.

11. Income Tax Returns
    a. Location
    b. Advisor

12. Funeral Arrangements
    a. Preplanned (Yes or No)
    b. Funeral home (Where)
    c. Type and expense of funeral preferred
    d. Obituary
    e. Burial location
    f. Memorials
    g. Donation of organs
    h. Other wishes, requests for family regarding business, burial, gifts, memorials, possessions)