

Your Personal Records Organizer

prospera 
CREDIT UNION



Personal Records Organizer

Keeping your personal and financial documents up to date is important for a number of reasons.

- It provides your Executor or Power of Attorney with all of the information necessary to deal with your financial affairs
- It can also be a good foundation for both your estate and financial plan if you haven't developed these yet

This organizer keeps all your financial details in one place. It is available in both printed and on-line format. You can copy the organizer and give it to family or let them know where you keep it. Having all your financial details and sharing those details with your family provides peace of mind for you and your loved ones.

Make sure to update annually

Make sure to update your organizer once a year or anytime something important changes in your life. When things change, it's also a good time to check in with your advisor.

You're not alone

We believe long-term, trusting relationships are the key to confident financial planning. We will get to know you and develop a thorough understanding of your circumstances, financial and life goals, then develop a personal investment, estate or retirement plan to meet your needs. If you would like to speak with one of our advisors, please call us at 1.888.440.4480.

Personal Information

Full Name _____

Date of birth _____

Place of birth _____

Birth certificate is located _____

Social insurance number _____

Citizenship papers Yes No

They are located _____

Marriage certificate Yes No

Located _____

Military service Yes No

Service records are located _____

Next of kin and others to be notified:

Name _____

Name _____

Telephone _____

Telephone _____

E-mail _____

E-mail _____

Name _____

Name _____

Telephone _____

Telephone _____

E-mail _____

E-mail _____

Others to notify in the event of death

Executor

Name _____
Telephone _____
E-mail _____

Doctor

Name _____
Telephone _____
E-mail _____

Current Employer or Business Partner

Name _____
Telephone _____
E-mail _____

Dentist

Name _____
Telephone _____
E-mail _____

Lawyer

Name _____
Telephone _____
E-mail _____

Accountant

Name _____
Telephone _____
E-mail _____

Previous employers

Put the current or most recent employer first

Employer _____
Year _____
Telephone _____
Email _____

Employer _____
Year _____
Telephone _____
Email _____

Your Will

Do you have a will? Yes No

The original is located _____

A copy is located at _____

The will was last updated _____

Power of Attorney

Do you have a power of attorney? Yes No

Who? _____

Arrangements are made through _____

The original is located _____

A copy is located _____

Funeral Arrangements

Have you made funeral arrangements? Yes No

Funeral home and address _____

Telephone _____

Have you set instructions for burial, cremation or funeral? Yes No

Are these instructions in your will? Yes No

In a letter? Yes No

They are located _____

Do you own a cemetery plot? Yes No

Have you provided for its ongoing care? Yes No

The plot is located _____

The Right of Interment is kept _____

Living Will

Do you have a living will? (if allowed in your province) Yes No

Where is your living will kept? _____

Organ Donation

Do you want to donate your organs or body for transplant, medical research or education? Yes No

If yes, have you explained this in your: Will
 Organ donor card
 Driver's license

Residence and real estate

Type of real estate (house, condo, vacation home)

Address of property

Ownership type (select one)

You Spouse Joint Tenant Tenants in common

Is there a mortgage?

Yes No

Mortgage is held by

Type of real estate (house, condo, vacation home)

Address of property

Ownership type (select one)

You Spouse Joint Tenant Tenants in common

Is there a mortgage?

Yes No

Mortgage is held by

Personal property

List all vehicles you own:

Vehicle registrations are located:

Bill of sale and insurance papers are located:

Jewelry, coin collection, etc are located:

Are household furnishings insured?

Yes No

Bill of sale, an inventory of and insurance policies for household furnishings are located:

Safe deposit box

Do you have a safe deposit box?

Yes No

Location

Names of others who have access to it

Location of the keys

List of contents is kept

Credit Union/Bank accounts

Credit Union/Bank _____
Branch _____
Account Number _____
Type _____

Credit Union/Bank _____
Branch _____
Account Number _____
Type _____

Credit Union/Bank _____
Branch _____
Account Number _____
Type _____

Credit Union/Bank _____
Branch _____
Account Number _____
Type _____

Financial commitments

Rent or mortgage payments

Amount \$ _____
Due date _____
Lender _____

Amount \$ _____
Due date _____
Lender _____

Outstanding loans

Amount \$ _____
Due date _____
Lender _____

Amount \$ _____
Due date _____
Lender _____

Bills paid through automatic payment plans

Amount \$ _____
Account # _____
Due Date _____
Company _____

Amount \$ _____
Account # _____
Due Date _____
Company _____

Financial commitments continued

Bills paid through automatic payment plans

Amount \$	_____	Amount \$	_____
Account #	_____	Account #	_____
Due Date	_____	Due Date	_____
Company	_____	Company	_____

Other financial obligations or commitments

For	_____	For	_____
Located	_____	Located	_____

Investments (we suggest attaching a recent statement for further detail)

Do you have any mutual funds? Yes No

Account Number _____

Fund company name _____

Information about these investments is located _____

Do you have any RRSPs? Yes No

Account Number _____

Credit Union/Bank name and address _____

Information about these investments is located _____

Do you have any TFSAs? Yes No

Account Number _____

Credit Union/Bank name and address _____

Information about these investments is located _____

Investments continued (we suggest attaching a recent statement for further detail)

Do you have any RRIFs or annuities? Yes No

Account Number _____

Credit Union/Bank name and address _____

Information about these investments is located _____

Do you have any RESPs? Yes No

Account Number _____

Credit Union/Bank name and address _____

Information about these investments is located _____

Do you have any pensions? Yes No

Pension Number _____

Pension provider name and address _____

Information about these investments is located _____

Do you have any term deposits or guarantee investment certificates? Yes No

Account Number _____

Credit Union/Bank name and address _____

Information about these investments is located _____

Do you have any government bonds? Yes No

Type of bond _____

Registered in your name Yes No

Co-registered with _____

Serial numbers _____

The bonds are located _____

Life insurance

Policies you own on your own life

Company _____
Policy number _____
Policy is located _____
Description _____

Company _____
Policy number _____
Policy is located _____
Description _____

Policies you own on others

Company _____
Policy number _____
Policy is located _____
Description _____

Company _____
Policy number _____
Policy is located _____
Description _____

Miscellaneous notes