Family Emergency Binder Checklist

Check off each item as you add it. Write account numbers as last 4 digits only.

1. Emergency contacts & key people

- ☐ Family: names, phones, addresses
- ☐ Who to call first
- ☐ Doctors, attorney, accountant, advisor
- ☐ Employer / HR contact
- ☐ Guardians for kids, caregivers for pets
- ☐ Neighbor with a spare key

2. Personal identification

- ☐ Copies: driver's licenses, passports
- ☐ Birth certificates
- ☐ Social Security cards (location)
- ☐ Marriage / divorce / military papers
- ☐ Where each original is kept

3. Medical information

- ☐ Health insurance cards (front & back)
- ☐ Medications, doses, pharmacy
- ☐ Allergies, conditions, blood type
- ☐ Advance directive / healthcare proxy
- ☐ Doctors and specialists

4. Bank accounts & money

- ☐ Bank accounts (last 4 digits only)
- ☐ PayPal, Venmo, Zelle, Cash App
- ☐ 401(k), IRA, brokerage accounts
- ☐ Safe deposit box + key location
- ☐ Cash or valuables at home

5. Credit cards, loans & debts

- ☐ Credit cards + customer service #
- ☐ Mortgage, car, student loans
- ☐ Money owed to you / by you

6. Bills & subscriptions

- ☐ Utilities, phone, internet, streaming
- ☐ Which bills are on autopay
- ☐ Property tax, HOA, premium due dates
- ☐ Subscriptions to cancel

7. Insurance policies

- ☐ Life insurance: company, policy #, beneficiaries
- ☐ Home/renters, auto, umbrella, LTC
- ☐ Employer group life insurance
- ☐ How to file each claim

8. Home, vehicles & property

- ☐ Deeds, leases, vehicle titles
- ☐ Alarm codes, Wi-Fi, spare keys
- ☐ Water shutoff, breaker, gas valve
- ☐ Plumber, electrician, other services

9. Digital life & passwords

- ☐ Phone & computer passcodes
- ☐ Email accounts
- ☐ Password manager access
- ☐ Social media wishes
- ☐ Cloud photos and files

10. Legal documents (location)

- ☐ Will / living trust + who drafted it
- ☐ Power of attorney
- ☐ Executor or trustee contact
- ☐ Recent tax returns + preparer

11. Final wishes

- ☐ Burial, cremation, or donation
- ☐ Prepaid funeral / cemetery plans
- ☐ Religious or cultural traditions
- ☐ Service details, donations in memory
- ☐ Letters to loved ones

Where my binder is kept

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