

An important part of achieving financial security is being organized when it comes to your financial and personal information. Having access to key contacts and financial information is important, especially during stressful times, such as in a case of emergency or in a life-changing situation. To help you organize your financial and personal information, please update the information on this checklist and store it in a safety deposit box or other secure location. This information is also helpful when meeting with a financial advisor and to use when building your net worth statement.

Key Contacts	Details/Notes
Financial advisor	
Lawyer	
Accountant	
Mortgage broker	
Insurance broker	
Executor	
Banker	
Banking	Details/Notes
Banking Include up-to-date statements:	Details/Notes
	Details/Notes
Include up-to-date statements:	Details/Notes
Include up-to-date statements:  Bank accounts	Details/Notes
Include up-to-date statements:  Bank accounts Credit Cards	Details/Notes

Income	Details/Notes
Up-to-date pay stub Rental income Commissions Company stock options Investment income and taxable dividends Most recent tax return and Notice of Assessment	
Include the following up-to-date statements:  Registered Retirement Savings Plan (RRSP) Registered Retirement Income Fund (RRIF) Registered Education Saving Plan (RESP) Life Income Fund Locked-In Retirement Account Non-registered accounts	Details/Notes
Pension and Benefits  Old Age Security Canada Pension Plan Private Pension Spousal Pension Private healthcare benefits Other	Details/Notes

Insurance	Details/Notes
Include the following up-to-date policies:	
Life Insurance	
Long-term disability	
Critical	
☐ House/Property	
Car insurance	
Other insurance	
Logal	Dotaile/Notes
Legal	Details/Notes
Will (or a copy of the will)	
Living trust	
Financial Power of attorney	
Medical Power of attorney	
Other Important	
Documents	Details/Notes
Include copies of the following:	
House deed	
Marriage Certificate	
Birth Certificates	
Passport	
Net Worth Statement	
Financial Plan	

## **Next steps**

Establish a safe place to keep this document, such as a safety deposit box, in case your home is compromised. Keep in mind that this document is only useful if it contains updated information – consider reviewing and updating it annually.

**For additional information** on how you can work towards helping to secure your financial future, please book an appointment with an investment professional.



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