



VWG Financial Affairs Checklist

VWG prioritizes planning – whether it is saving for college, planning for retirement or preparing your financial affairs should you die or become incapacitated. While we understand these are difficult conversations, we want our clients to be prepared for a designated family member or representative to assume temporary or full responsibility for your financial affairs.

These suggestions go beyond organizing your financial records and keeping your wills and trusts current, but are extremely important:

1. Create a detailed list of assets, accounts, electronic IDs and passwords, trusted advisors with contact details, and regularly update it.
2. Share this list with a spouse and an age-appropriate child or close relative, and keep it in an extremely secure physical or electronic vault. Make sure that your spouse, child, or relative knows how to access the vault.
3. If you have a safe-deposit box at a bank, make sure that someone other than you can access the box. Check with your bank about the process for adding another party and ensure that this individual knows where your keys are stored.
4. Write down and maintain a list of treasured possessions that you would like to go to specified family members, friends, and charities after you pass. Consider paring down obsolete or unneeded items now.
5. Consider working with a close family member, friend, or facilitator to compile and convey your Five Wishes advance-care directive.
6. Consider making gifts, or initiating gifting plans, to family members when they can be used and when they can be wholeheartedly acknowledged.
7. Make a list of any organization or group in which you hold membership, such as veterans' groups, alumni groups, or professional associations. These memberships will ultimately need to be cancelled, but some organizations provide benefits for beneficiaries, including accidental life insurance coverage. Include charitable organizations that you support, as these may be suitable recipients of memorial donations.

“Putting your house in order, if you can do it, is one of the most comforting activities, and the benefits of it are incalculable.” — Leonard Cohen