

# PAPER TRAIL

Document first created \_\_\_\_\_ Last updated \_\_\_\_\_

*NB - If you include confidential information such as passwords, keep your information safe by making this a password-protected document.*

## LEGAL & FINANCIAL INFO

This section includes items that you keep in your safety deposit box and those filed at home.

### Safety Deposit Box...

*Location:* \_\_\_\_\_

*Box #* \_\_\_\_\_

*Keys:* how many? \_\_\_\_\_ where are they kept? \_\_\_\_\_

*Access:* who can open it? \_\_\_\_\_

*Contents* might include but are not limited to:

- **Will** - original in SDB; copy in \_\_\_\_\_
- **Power of Attorney** - original in SDB; copy in \_\_\_\_\_
- **Personal Directive** - one in SDB; copy in \_\_\_\_\_
- **Supported Decision-Making Form** - one in SDB; copy in \_\_\_\_\_
- **Birth certificate** - original
- **Marriage and divorce papers** - original
- **Land title(s)** - original(s)
- **Social Insurance card**
- **Passport**

Filed at home...

Files located in \_\_\_\_\_

✓ **Tax returns**

- Prepared by \_\_\_\_\_
- Address & phone number \_\_\_\_\_

**Previous tax returns (past 7 years) are located in** \_\_\_\_\_

**Receipts for taxes are located in** \_\_\_\_\_

✓ **Insurance**

- **Home** \_\_\_\_\_  
*Company, phone number, policy number*
- **Car** \_\_\_\_\_  
*Company, phone number, policy number*
- **Life** \_\_\_\_\_  
*Company, phone number, policy number*
- Policies are filed in \_\_\_\_\_

✓ **Bank(s)**

- Name(s) \_\_\_\_\_  
*Location, what you have there, other comments*
- Location of bank records \_\_\_\_\_  
*Statements, account books, cheques*
- Online banking? \_\_\_\_\_  
*PIN numbers and other details should be kept in an encrypted file or in your safety deposit box*

✓ **Credit Cards**

- List of cards, where located \_\_\_\_\_
- Paper statements or online? \_\_\_\_\_
- Access information \_\_\_\_\_

*PIN numbers and other details should be kept in an encrypted file or in your safety deposit box*

✓ **Assets**

- List of real estate, investments, etc \_\_\_\_\_
- Give details for each such as location, access information, etc.

✓ **Income sources**

- List your sources of income \_\_\_\_\_
- Indicate how they are received \_\_\_\_\_  
*Cheque, automated bank deposit, etc.*

✓ **Regular monthly expenses**

- List items such as phone, cable, electricity,, automatic transfer to savings, regular payments charged to credit cards, etc.

\_\_\_\_\_  
*Specify which are paid by automatic withdrawals and indicate from which account they are withdrawn*

## HEALTH INFORMATION

✓ **Health Care number** \_\_\_\_\_

*Where the card is located; additional notes as needed*

✓ **Blue Cross number** \_\_\_\_\_

*Where the card is located; additional notes as needed*

✓ **Other health memberships such as MedicAlert** \_\_\_\_\_

*Where the card is located; additional notes as needed*

✓ **Prescriptions**

- Pharmacy that fills your prescriptions \_\_\_\_\_
- What you take, with notes as required \_\_\_\_\_
- **“Do not give me” list** \_\_\_\_\_  
*Allergies, ineffective medications, bad reactions, etc.*

✓ **Practitioners**

- **Family physician** \_\_\_\_\_  
*Name, contact information, additional notes*
- **Chiropractor** \_\_\_\_\_  
*Name, contact information, additional notes*
- **Dentist** \_\_\_\_\_  
*Name, contact information, additional notes*
- **Optometrist/Ophthalmologist** \_\_\_\_\_  
*Name, contact information, additional notes*
- **Acupuncturist/Chinese Medicine Doctor/Physiotherapist** \_\_\_\_\_  
*Name, contact information, additional notes*
- **Surgeon(s)** \_\_\_\_\_  
for any condition requiring ongoing care from that doctor  
*Name, contact information, additional notes*

## WORK/BUSINESS NOTES

**Employer** \_\_\_\_\_

*Name and contact information*

### **Self-employed, one-person operation**

Required information will be unique to each situation. It could include items such as...

Taxes

Licenses

Records

Projects - enough details to manage them or close them down

Social Media - enough details to manage or close them down

## PERSONAL NOTES

- Memberships in organizations - list with contact info