# FINANCIAL WELLNESS CHECKUP | WHERE ARE YOU IN THE PROCESS?

## Loss of Loved One Financial Preparedness Checklist Intro:

We at HB Retirement are sorry for your loss. During this difficult time, we realize there are numerous matters that require your attention. We have created a Loss of Loved One Financial Preparedness Checklist to assist in organizing your finances and life.

The checklist is designed to quickly assist you in identifying what you and your family are comfortable with and what needs to be worked on next. As you complete the checklist, mark **COMPLETED** when you are confident in your strategy or a task has been completed. You would select **WORKING ON**, when you have something in place, but a review would be beneficial. The final option is **NOT APPLICABLE**, that would be your selection if you have not made an action or if the scenario does not apply to you.

Please take some time to review the questions in the checklist, it may be helpful to complete with a spouse or family member. Once complete, please return this checklist to a HB Retirement Financial Advisor or our support team at clientservices@hbretirement.com.

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**Loss of Loved One Financial Preparedness Checklist:**

## I. Employers and Schools:

Have you notified the deceased employer? Completed ❑ Working On ❑ NA ❑

*Things to ask about:*

- Unpaid vacation
- Unpaid salary
- Unpaid sick leave
- Health Savings Account
- Unpaid bonus or commissions
- Deferred Compensation Plans
- Life insurance through work
- Stock options
- How to continue health insurance benefits

Has the surviving spouse's employer been notified? What are the bereavement benefits? Completed ❑ Working On ❑ NA ❑

Has child or children's school been notified? Completed ❑ Working On ❑ NA ❑

## II. Death Certificate:

Have 12 copies of death certificate been obtained? Completed ❑ Working On ❑ NA ❑

Have you obtained copies of short and long certificates? Completed ❑ Working On ❑ NA ❑

## III. Notifications:

Have you notified: Completed ❑ Working On ❑ NA ❑

- Accountant
- Financial Advisor
- Insurance Agent
- Attorney
- Executor of the will

Have you contacted the Department of Motor Vehicles to cancel the driver's license? Completed ❑ Working On ❑ NA ❑

## IV. Social Security and Medicare:

Have you contacted social security about social security and Medicare benefits? For more information, please visit www.ssa.gov. Completed ❑ Working On ❑ NA ❑

Does your strategy of claiming Social Security change? Completed ❑ Working On ❑ NA ❑

## V. Documentation & Filing:

Has a file or repository been created of important documents? Completed ❑ Working On ❑ NA ❑

*Things to consider:*

- Will and Trust
- Business ownership/ contracts/ succession plans
- Birth Certificate
- Marriage License
- Social Security statement
- Life insurance policies
- Annuity contracts
- Bank account numbers, balances, statements, and contact person at institution
- Investment account numbers, balances, statements, and contact person at institution
- Retirement account information
- Credit card numbers, balances, and statements
- Loan/ mortgage account numbers, balances, and statements
- Deeds and titles of ownership
- Vehicle ownership
- Health insurance information
- Homeowner's or renter's insurance
- Income tax returns
- Safe deposit box numbers and access information

## VI. Credit Agencies:

Have you contacted the credit agencies to notify of death and to place a notification to not issue credit? Completed ❑ Working On ❑ NA ❑

## VII. Next Steps:

Create a list of reoccurring monthly bills and plan for these to continue to be paid for the next few months Completed ❑ Working On ❑ NA ❑

If there is business ownership interest contact attorney to begin conversations about succession/ continuity planning Completed ❑ Working On ❑ NA ❑

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|---|---|
| Access safe deposit boxes and retrieve contents | Completed ❑ Working On ❑ NA ❑ |
| Cancel any planned travel arrangements | Completed ❑ Working On ❑ NA ❑ |
| Update surviving spouse's beneficiary, power of attorney, and Executor | Completed ❑ Working On ❑ NA ❑ |
| Review insurance that is in place to ensure continuity coverage and update policies | Completed ❑ Working On ❑ NA ❑ |
| Contact Veteran Affairs | Completed ❑ Working On ❑ NA ❑ |
| Contact insurance providers to make claims | Completed ❑ Working On ❑ NA ❑ |
| Contact bank and investment accounts to transfer Ownership | Completed ❑ Working On ❑ NA ❑ |
| Cancel Credit Cards in spouses name | Completed ❑ Working On ❑ NA ❑ |
| Cancel all reoccurring subscriptions | Completed ❑ Working On ❑ NA ❑ |
| Have CPA file estate tax | Completed ❑ Working On ❑ NA ❑ |
| Close the estate accounts | Completed ❑ Working On ❑ NA ❑ |
| Take required minimum distributions | Completed ❑ Working On ❑ NA ❑ |

## VIII. Meeting with Financial Advisor:

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|---|---|
| Define new goals | Completed ❑ Working On ❑ NA ❑ |
| Identify if income is needed | Completed ❑ Working On ❑ NA ❑ |

**What would you like to work on first?**

**Notes:**

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