

# IMPORTANT DOCUMENT CHECKLIST

June 1 marks the start of Hurricane Season. At First Commerce, we care about your personal and financial well-being. As we have learned from recent hurricanes and other natural disasters, preparation is an important way to help minimize the negative impact of a hurricane or natural disaster. One way to prepare is by assembling a packet of your important family documents. Keep these types of records safe, waterproof, and portable so you have them available after the storm.

## VITAL RECORDS

- Driver's licenses
- Birth certificates
- Adoption papers
- Social Security cards
- Passports/Citizenship papers
- Marriage license
- Divorce decrees
- Child custody papers
- Military IDs/discharge papers
- Medical and vaccination records for pets with photos and ID chip numbers in case you are separated

## INSURANCE POLICIES

- Homeowners
- Renters
- Flood
- Auto
- Life
- Health
- Disability
- Long-term care

\*Have at least the policy number and insurance company contact information for each type of coverage

## MEDICAL INFORMATION

- Immunizations
- Prescriptions (drug name and dosage)
- Health insurance cards
- Physician names and phone numbers
- Power-of-attorney for health care
- Living wills

## FINANCIAL RECORDS

- First two pages of your previous year's federal and state tax returns
- Stock and bond certificates
- Investment records
- Brokerage and retirement account information
- Checking, savings, and credit card numbers
- Contact information for all financial institutions, credit card companies, and financial advisors
- Estate planning documents such as wills, trusts, funeral instructions, power-of-attorney, attorney names and phone numbers

## PROPERTY RECORDS

- Real estate deeds and mortgage documents (settlement statement showing actual cost of house and purchase expenses)
- Rental agreements or lease
- Auto/boat/RV registrations and titles
- Video, photos, or list of household items (jewelry, appliances, antiques, etc.)

## OTHER

- Personal address book
- Backups of computer files
- Recent photo of all family members and pets
- Fingerprints and dental records