



## What Your Emergency Contacts Should Know

Gathering all your vital information and documentation is an important action to take. Having everything in one place will provide easy access, either for yourself or someone else, or simple retrieval in the event of an emergency. It is an essential step toward getting your affairs in order.

- Full legal name
- Social Security number/card
- Legal residence
- Date and place of birth
- Names and addresses of spouse and children
- Location of birth and death certificates and certificates of marriage, divorce, citizenship, and adoption (whichever are applicable)
- Employers and dates of employment
- Education and military records
- Names and phone numbers of religious contacts (if applicable)
- Names and phone numbers of close friends, relatives, doctors, lawyers, and financial advisors
- Medications taken regularly (keep this updated!)
- Sources of income and assets – pension from your employer, IRAs, 401(k)s, interest, royalties, etc.
- Social Security and Medicare/Medicaid information
- Insurance information (life, health, long-term care, home, etc.) with policy numbers and agents' names and phone numbers
- Copy of your most recent income tax return
- Location of your most up-to-date will with an original signature and other legal documents, like powers of attorney
- Liabilities, including property tax
- Mortgages and debts
- Location of original deed of trust for home
- Car title and registration
- Credit and debit card names and numbers
- Location of safe deposit box and key
- Veterinary records for pets and any other relevant documents
- Advance care directives
- Blood type and any allergies