



LIFE KEEPING,
NOT JUST BOOKKEEPING®

MAKING SENIOR YEARS EASIER: A CHECK LIST

1. **LEGAL PAPERS:** Do you have updated wills, powers of attorney, health care proxies, and a living will?
2. **DIGITAL ESTATE:** Does your will and estate plan include all digital assets? Do executors and heirs know how to find and access all web-based accounts and stored information?
3. **BUDGET AFTER RETIREMENT:** Have you budgeted your spending to fit your fixed retirement income, and are you monitoring your spending?
4. **INVESTMENTS:** Have you changed your investment strategies to fit your senior years, balancing income-producing assets with riskier assets? Have you simplified how and where you hold your investments (replacing individual certificates with book-entry ownership at one financial institution) and how you deposit investment income (by direct deposit of dividends and interest)?
5. **TAXES:** Do you know someone who could help if illness or feeling overwhelmed by paperwork prevents you from filing tax returns on time? Do you have a system for tracking deductions and collecting income documents?
6. **DAILY FINANCES:** Are checkbooks balanced and credit card balances reviewed regularly? Do you check transactions for regularly recurring transactions and are you alert to possible fraud?
7. **LONG TERM CARE:** Have you investigated suitable living arrangements and paying for long-term health care? Do you have a preference for staying at home with assistance and home modifications for declining mobility or for an assisted living facility?
8. **MEDICAL INSURANCE:** Are insurance claims being filed for medical bills that are covered by insurance, and are bills that are not covered by insurance being paid?
9. **MEDICAL MANAGEMENT:** Do you need help coordinating medical appointments, remembering discussions with your doctor, and ordering and taking medicines?
10. **IDENTIFICATION:** Do you have at least two picture IDs that are up to date?



Document Checklist

Gather important documents and information and store them in a secure place. Be sure those who need access know where to find them. Have duplicates of anything you carry with you.

- ☐ Family history and Curriculum Vitae/resume
- ☐ Social Security card
- ☐ Health insurance cards (Medicare, Secondary, Prescription) – front and back copied
- ☐ Veteran's Administration benefits information
- ☐ Passport, Driver's License, State Issued ID, NYC ID – maintain 2 photo IDs up to date
- ☐ Insurance policies
 - Property insurance
 - Umbrella/excess liability insurance/art and jewelry riders
 - Auto insurance
 - Long-term care insurance
 - Catastrophic insurance
 - Travel insurance
 - Life insurance
- ☐ Bank accounts and safe deposit boxes
- ☐ Credit cards
- ☐ Investment accounts and/or individual security certificates
- ☐ Pensions and annuities
- ☐ Will, Healthcare Proxy, Power of Attorney, Trust Agreements
- ☐ Funeral arrangements
 - Funeral/memorial and burial wishes
 - Cemetery and burial plot/cremation information
 - Religious observance/clergy contacts
 - Prepaid funeral contracts - final expenses funded in an interest-bearing funeral trust



LIFE KEEPING,
NOT JUST BOOKKEEPING®

A Team for Seniors

(Use this as a check list to see who is needed)

Accountant – Help with payroll for private-pay home health aides, as well as with tax preparation

Daily Money Manager – Help with bill paying, paper management, and to act as liaison with other professional advisors. Some helpful web sites are: American Association of Daily Money Managers (www.aadmm.com) and for **Financial Organizers** (NAPO) National Association of Professional Organizers (www.napo.net)

Elder Law Attorney – Help with long term care planning and implementation as well as preparation of critical documents. Helpful site is: (NAELA) National Academy of Elder Law Attorneys, Inc. (www.naela.org)

Financial Advisor – Help with investment management, often affiliated with an investment firm.

Financial Planner – Investment advice. Helpful site is: (FPA) Financial Planning Association (www.fpanet.org)

Geriatric Care Manager/Aging Life Care Professional – Help with assessing, hiring, and/or supervision of home aides. Helpful site is: Aging Life Care Association (www.aginglifecare.org)

Generational Coach – Help with talking to parents or assistance in building a strategy among siblings on how to work together with parents

Geriatrician – Coordinate health care. Helpful site is: American Geriatrics Society (www.americangeriatrics.org)

Handy Man – Help with small home maintenance jobs and coordination of larger projects

Home Health Aides – Help with staying in own home. In making a decision about hiring a home health aide, a Geriatric Care Manager can provide guidance

Insurance Broker – Help with private-pay home health aide workers coverage and for long-term care insurance, if senior is eligible Also help with re-evaluating household and auto insurance.

Professional Organizer – Help clearing out residential clutter, as well as with downsizing or relocation. Helpful sites are: National Association of Professional Organizers (www.napo.net) or National Association of Senior Move Managers (nasmm.org)

Trusts & Estates Attorney – Help with estate planning and critical documents. Helpful site is your state's Bar Association.

Eddy & Schein, Inc.

NEW YORK: 136 Madison Avenue, 6th Floor, New York, NY 10016 T: (212) 987-1427

CALIFORNIA: 711 East Walnut St., Ste 108, Pasadena, CA 91101 T: (626) 395-7572

www.eddyandschein.com



Examples of Available Organizing Tools

(None Have Been Tried by Us)

Books: Healthcare - samples

My Body Passport: a personal health and medical records logbook and organizer for your medical history, current healthcare, and emergency information by Wendy Coulson, PhD & Laura Coulson, MD

My Personal Health Record Keeper by Peter Pauper Press

Books: Personal Organizer - samples

The Senior Organizer: Personal, Medical, Legal, Financial by Debby S. Bitticks, Lynn Benson, Dorothy K. Breininger

My Family Record Book: The Easy Way to Organize Personal Information, Financial Plans, and Final Wishes for Seniors, Caregivers, Estate Executors, etc. by Harris Rosen

Shit Happens: Creating Your Plan To Survive And Thrive When Faced With Life's Personal And Natural Disasters by Linda O. Fostek

Password Organizers (books & cloud based) - samples

The Personal Internet Address & Password Logbook by Peter Pauper Press

Lastpass

SplashID

Online Options for Document Storage - samples

- Scanning & storing on your computer with cloud backup
- Ask your financial advisor or attorney if they have online document vaults
- HomeBinder.com

Eddy & Schein, Inc.

NEW YORK: 136 Madison Avenue, 6th Floor, New York, NY 10016 T: (212) 987-1427

CALIFORNIA: 711 East Walnut St., Ste. 108, Pasadena, CA 91101 T: (626) 395-7572

www.eddyandschein.com