

HUGHES | FINANCIAL  
SERVICES, LLC





What  
is a Vital  
Documents  
File?

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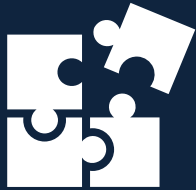
Here's why you need one today!

# ABOUT HUGHES FINANCIAL SERVICES



RIA

Independent  
Registered  
Investment  
Advisor



Comprehensive  
financial planning  
and wealth  
management



Fiduciary



Professional  
certifications  
and continuing  
education



Over 80 years  
combined  
experience

# PRESENTER



SUSAN KOUSEK  
Certified Professional Organizer  
Balanced Spaces, LLC  
Reston, Virginia

# Vital Documents

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- Why You Need Them
- What Should Be Included
- Where to Store Them

# What are Vital Documents?

AKA: Life  
Documents

Legal documents

Financial assets and liabilities

Income and expenses

Insurance policies

Proof of identity and relationships

Email, passwords, location of digital backups

Medical

Contact information for key people, and more

Why do I need  
to gather my  
Vital Documents  
in one place and  
make a list?

Hospitalization, incapacitation, disability, or  
death

### Catastrophic Events

- Fire
- Floods
- Tornadoes/Hurricanes
- Mudslides/Sinkholes
- Earthquakes
- Terrorism/Pandemics

## How do I know what I need to list and gather?

- Download detailed list at [www.h4fs.com](http://www.h4fs.com)
  - >> Use the Events Tab and Workshops & Webinars Link
- Word document: “Vital Documents List and Important Information to Gather”



# Additional Resources at H4FS.com

## HFS Webinar Recordings

To hear a Hughes Financial Services webinar recording, please click on the webinar title. The running time for each webinar will vary. If you have any questions, please contact [clientservices@h4fs.com](mailto:clientservices@h4fs.com).

### \* [HFS Wednesday Lunch & Learn: Value in the Vault: A Guide to Your HFS Client Portal](#)

\*\* [Value in the Vault: A Guide to Your HFS Client Portal Slides \(PDF\) Download](#) (Note: the live demo of the Client Portal is not included in the slides download. To view the live demo, please watch the recording.)

\*\* [What Can I Store in my Client Portal Documents Checklist \(PDF\)](#)

[HFS Wednesday Lunch & Learn: Fundamentals of Investing](#)

### \* [HFS Wednesday Lunch & Learn: Estate Planning Steps to Take During the COVID-19 Pandemic](#)

\*\* [Estate Planning Steps to Take During the COVID-19 Pandemic Slides \(PDF\) Download](#)

\*\* [File of Life Form \(PDF\) Download](#)

# Categories in My Detailed List

- Legal
- Personal
- Information for Funeral Director/Family
- Medical/Health Insurance
- Medical/Health Information
- Other Insurance
- Financial/General
- Financial/Income
- Financial/Expenses
- Financial/Assets
- Financial/Liabilities
- Property/Possessions
- Key People/Contact Information
- Locations of Critical Items  
(repeated here for easy access)

# Don't be Overwhelmed by the Detailed List

- ▶ Longer because it offers examples of specific items for each category
- ▶ Don't have to include everything on list – you decide what's vital
- ▶ Word document allows you to:
  - Delete items that don't apply; now it's a shorter list!
  - Note where each document is stored
  - Enter contact information
  - Upload document, with other key documents, to Hughes Client Portal Vault or other secure off-site location

## VITAL DOCUMENTS LIST AND IMPORTANT INFORMATION TO GATHER sometimes referred to as Life Documents

Names \_\_\_\_\_ Date prepared/revised \_\_\_\_\_

This is a Word document so you can easily make changes, deleting those items that don't apply to you.

Once you've decided where each item/document is stored, indicate next to the item **the location**, e.g., safe deposit box, safe in basement, file cabinet/top drawer, grab & go bag, etc. See two examples below.

**Tip:** The most important thing is to have all your documents in one place or listed in one document with locations noted where other items are stored.

**Tip:** If you don't have the time or ability right now to gather/list all of these, concentrate on the most important and those most difficult to replace. Then gradually fill in the gaps.

**Tip:** Don't want to have a document with sensitive information stored on your computer? Save your Vital Documents list (or separate documents with financial account information, passwords, etc.) **only** on a removable flash drive or external hard drive that is connected to your computer **only** when you're working on it. Then print a copy for your physical file

**Tip:** You can upload this Word document that's your completed list of Vital Documents, and some of the documents themselves, to your encrypted Client Portal Vault at Hughes Financial Services

**Feel free to share** this document with others who would benefit from having a Vital Documents file/list.

### LEGAL

- Certificates [Location example: Safe in basement]
  - Birth, Adoption, Custody, Guardianship, Foster Care
  - Marriage, Death certificates
  - Divorce/Separation decrees
- Identification
  - Social Security Card, ID Cards, Passport
  - Citizenship, Green Card, Naturalization
- Revocable Trust Documents indicate which accounts/items have been placed in the Trust
- Will
- Though not legal documents, include personal letters to loved ones; letter of intent to indicate if certain personal property is to go to specific recipients
- Guardianship designations if not in will or trust
- General Durable Power of Attorney
- Advance Medical Directive, such as a Living Will [Location example: primary care doctor; safe in basement]
- HIPAA Release
- Do Not Resuscitate DNR
- Medical Orders for Life-Sustaining Treatment MOLST
- Prenuptial agreement
- Divorce agreements

### PROPERTY/POSSESSIONS

- House/Land
  - Settlement Sheets, Deed, Mortgage, Plat, Floor Plan
  - Most recent appraisal
  - Home and Garden Improvements – list renovations by year, cost, provider receipts
  - Warranties, Service Contracts
- Shared property for which you've co-signed mortgage or co-own
- Second Home
  - Settlement Papers, Deed, Mortgage, Plat, Floor Plan
  - Home and Garden Improvements – list renovations by year, cost, provider receipts
  - Warranties, Service Contracts
- Rental Property residential or business
  - Settlement Papers, Deed, Mortgage, Plat, Floor Plan
  - Current and previous leases, kept as tax backup
  - Tenant names, contact info, applications
  - Home and Garden Improvements – list renovations by year, cost, provider receipts
  - Warranties, Service Contracts
- Time Share Property
  - Name, Address, Phone, Deed, Contract or Membership Agreement, Financing Agreement, Amount and Due Date of Maintenance Fee
- Lease if renting your home
  - Landlord/Management Company contact information
- Vehicle Titles, VIN, Registration
  - Cars, Boat, RV Camper, Motorcycle
- Hidden Items Keep list in Safe Deposit Box
- Home Safe
  - Location, who has combination, List of contents
- Safe Deposit Box
  - List of Contents, with copies of selected documents
- Computers, tablets, smart phones include brand, serial number, model number, as well as service contracts/insurance
- Art
- Jewelry
- Photos
- Outside Storage Unit
  - Name, Location, Unit Number, Contents, How to Access, Contact Person
- Business Interests Sole Proprietorship, LLC, LLP, C or S Corp, Non-profit
  - Name, Address, Location of Legal Documents such as Articles of Incorporation, Trademark registration, business license, Tax Returns, Contact Information, Location of business papers
- Frequent flyer miles
  - Company names, Account Numbers, Balances as of document date
- Home Inventory furniture, household items, clothing, sports equipment, etc. not listed above
  - List of items, photos, appraisals, receipts for valuable items

Sample pages

**MEDICAL/HEALTH INSURANCE (Note Company Name, Plan/Group Number, Policy Number; indicate whether through employer, individual policy, VA, Medicare or Medicare Advantage, Medicare Supplemental /Medigap)**

- Health Insurance: Medicare #XYZ1234, Medicare supplemental AARP United Health Care #2345678 [Location for all: Medical file drawer]
- Dental Insurance: Loyalty program Rios Dentistry, 703-111-2222
- Vision Insurance: None (Cataract surgery 2019, Dr. Andrew Siegel, 703-437-3900)
- Prescription: Medicare Part D United Health Care, # 7891234

**INSURANCE OTHER THAN MEDICAL (Note insurance company, agent contact information, policy number)**

- Auto Insurance: State Farm, Policy #12344567; Agent: Kenya Knight, 703-639-0330 [Location: Finances file drawer, unless indicated otherwise]
- Homeowners/Renters Insurance: State Farm, Policy #4567789; Same agent as above
- Flood Insurance: None
- Wind Insurance: None
- Earthquake Insurance: State Farm, Policy #123789456; Same agent as above
- Umbrella Liability Insurance: State Farm, Policy #888444666; Same agent as above
- Valuable Items Insurance/Rider to Homeowners: None
- Mortgage Insurance: None
- Long-Term Care Insurance: Allianz Policy #789456123, 800-729-8505
- Disability Insurance: None
- Life Insurance: None
- Business Insurance: Errors & Omissions, Philadelphia Insurance Companies, # 123456789; Bond CNA Surety, #777889999. Agent: Insurance Partners, Donna Moats, 440-835-3485; [Location: Business file drawer]

# Concerned about Security on Your Computer?

Don't want to have a document with sensitive information stored on your computer?

- ▶ Save Vital Documents list (or separate documents with financial account info, passwords, etc.) ONLY on removable flash drive or external hard drive connected to your computer ONLY when working on it
- ▶ Then PRINT copy for physical file
- ▶ Can also UPLOAD that document along with Word document that's your completed list of Vital Documents, and some of the documents themselves to your encrypted Client Portal Vault at Hughes Financial Services

# Ready to Start? First Steps to Take

1. Download detailed Vital Documents list to your computer and rename it (ex: Smith Family Vital Documents)
2. Enter your name(s) and date at top; change date whenever revisions are made
3. Delete items not pertaining to you; save and print shortened list
  - \* For appropriate items, note "none" rather than deleting
4. Start small: select one category to start (don't try to do it all in one sitting)
5. Work with a helper (if possible)

## Next Steps

6. Label file folder (manila or hanging file) with first category name
7. As you gather each item, enter information including file folder location in your Vital Documents Word document, check it off on your printed list and put item in appropriate file folder
8. Put folders in a file drawer or file box
9. Print Word document for your physical file
10. Upload document to your HFS Client Portal Vault



# Where should I store my list and the documents themselves?

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Grab and Go Bag



File Cabinet at Home



Safe in Home



Safe Deposit Box at Bank



With Trusted Friend or Relative



Online

- Hughes Client Portal Vault
- Online storage: Dropbox, OneDrive, Google Drive, iCloud, Carbonite (Do they offer the security you want?)

# Best Practices

- ▶ Print copy for physical file
- ▶ Have backup off-site
  - Safe deposit box
  - Trusted relative or friend
  - Hughes Financial Services Client Portal Vault or secure online/cloud storage
- ▶ Review and update annually or when major changes happen

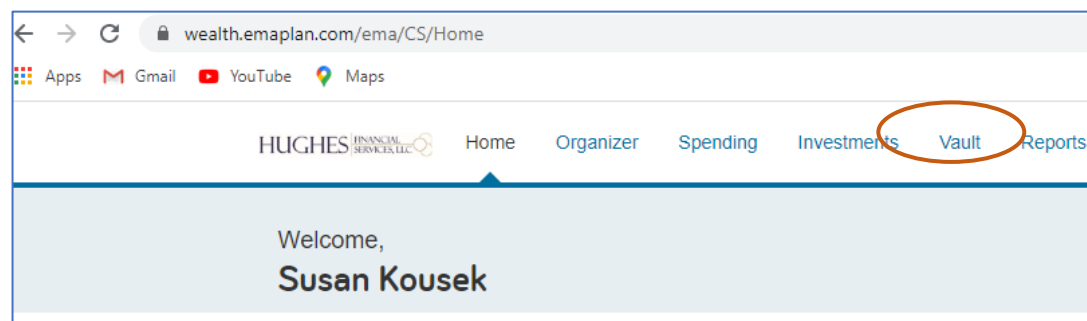


## 5 STAR TIP

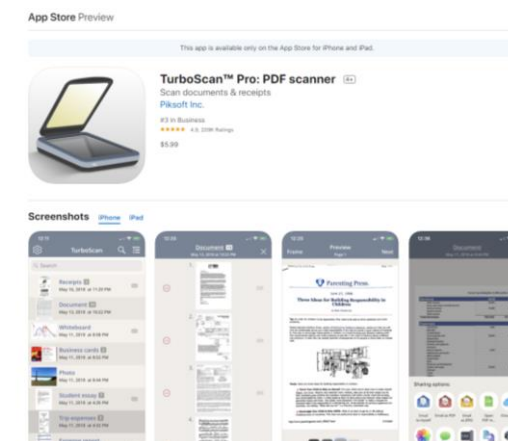
If you use a bank's safe deposit box, let a trusted family member or friend know:

- bank name/location
- where safe deposit box key is located
- who else has access to the safe deposit box

# Resources



Hughes Financial Services Client Portal Vault  
<https://www.h4fs.com/>



Scanning app on smartphone;  
TurboScan is just one of many

Life documents organizer kit  
from <https://smead.com/>

# Sign Up for My Tips

- ▶ Productivity and organizing tips sent via email
- ▶ Frequency: monthly
- ▶ Can unsubscribe anytime
- ▶ Email address is never shared
- ▶ Subscribe on my website: [www.balancedspaces.com](http://www.balancedspaces.com)

If you need help creating your Vital Documents File, that's one of the services I offer my clients.

Email or call me for more information.

A lot of it can be done remotely over the phone.

Hughes Financial Services will be hosting **20-minute virtual educational Lunch & Learn sessions** during which we'll do a deep dive on an array of financial planning topics. Grab your device and lunch and join us each **Wednesday at 12:00 pm** to juice up your financial planning knowledge!



## RECORDINGS AVAILABLE AT [WWW.H4FS.COM](http://WWW.H4FS.COM)

>> Use the Events Tab and Workshops & Webinars Link

- Roth IRAs: To Convert or Not to Convert
- Cybercrime 2020: How to Identify & Protect Against COVID-19 Scams
- Estate Planning Steps to Take During the COVID-19 Pandemic
- Fundamentals of Investing
- Value in the Vault: A Guide to the HFS Client Portal

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### UP NEXT:

Charitable Giving in a Pandemic  
Wednesday, May 13<sup>th</sup> @ Noon (EST)

REGISTER ONLINE AT [WWW.H4FS.COM](http://WWW.H4FS.COM)

Hughes Financial Services, LLC, is an independent Registered Investment Adviser (RIA) that works closely with individuals and families, helping them to accomplish their unique financial goals through the allocation of their assets. We are a fee-only firm that seeks to adhere to the highest fiduciary standards and provide clients with advice that is truly unbiased and has only our clients' best interests in mind.

We offer our clients an impressive wealth of expertise in retirement and estate planning, investment and risk management, insurance, and education planning. Our advisers hold a variety of professional designations and certifications and are well versed in a number of financial disciplines. Our combined education and experience allows us to proudly offer you independent financial advice that you can trust.

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SOURCES: [balancedspaces.com](https://www.balancedspaces.com)

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