WERNHAM
WEALTH MANAGEMENT INC.

Get Organized!

THINGS YOU WILL NEED TO KNOW WHEN I CANNOT TELL YOU.

PLEASE COMPLETE AND KEEP IN A SAFE PLACE.
(AND TELL SOMEONE WHERE THAT IS!)

– with our compliments –

390 Commissioners Road West, Suite 100, London, ON N6J 1Y3 | telephone 519.670.3177 | fax 226.663.2012 | wernhamwealth.com

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Wernham Wealth Management Inc.
390 Commissioners Road West, Suite 100
London, Ontario N6J 1Y3
619-670-3177

CONGRATULATIONS!

This is the first action you can take in order to provide for your family and those you love, when you can no longer tell them yourself.

Your time spent “filling in the blanks” here today, will save time, money and heartache tomorrow.

This record is designed to help you organize, in one handy location, important information that someone else will need to know, someday.

Keep this record in a safe place. Tell your family and executor/trix where your records are kept. Questions? Call us when you need our help!

Finally, good for you! This is an exercise that will take you a few minutes, and that is primarily for the benefit of those you love.

That demonstrates caring and thoughtfulness, on your part!

Sincerely,
Ted Wernham CLU CFSB EPC
Retirement Income and Asset Manager
Wernham Wealth Management Inc.
519-670-3177

ABOUT YOURSELF

Full legal name .... Cell phone ....

Email ....

Address ....

Birth date .... Birth Certificate # ....

SIN # .... Driver's Licence # ....

Passport # .... Marriage Licence # ....

Health Card # ....

Primary care physician name .... Phone ....

Specialist name .... Phone ....

Dentist name .... Phone ....

Employer name, address .... Phone ....

Supervisor name .... Phone ....

Car ownership and registration # ....

SPOUSE

Full legal name .... Cell phone ....

Email ....

Address ....

Birth date .... Birth Certificate # ....

SIN # .... Driver's Licence # ....

Passport # .... Marriage Licence # ....

Health Card # ....

Primary care physician name .... Phone ....

Specialist name .... Phone ....

Dentist name .... Phone ....

Employer name, address .... Phone ....

Supervisor name .... Phone ....

Car ownership and registration # ....

CHILDREN

Name .... Birth date ....

Email .... Cell phone ....

SIN # .... Passport # ....

Address ....

School address/employer ....

Driver's Licence # .... Health Card # ....

Lives with ....

Teacher/ Supervisor name .... Phone ....

Name .... Birth date ....

Email .... Cell phone ....

SIN # .... Passport # ....

Address ....

School address/employer ....

Driver's Licence # .... Health Card # ....

Lives with ....

Teacher/ Supervisor name .... Phone ....

Name .... Birth date ....

Email .... Cell phone ....

SIN # .... Passport # ....

Address ....

School address/employer ....

Driver's Licence # .... Health Card # ....

Lives with ....

Teacher/ Supervisor name .... Phone ....

EMERGENCY CONTACTS

Name .... Relationship .... Home phone.............................. Cell phone ....

Name .... Relationship .... Home phone.............................. Cell phone ....

Name .... Relationship .... Home phone.............................. Cell phone ....

Name .... Relationship .... Home phone.............................. Cell phone ....

OTHER IMPORTANT CONTACTS (i.e., Priest/ Pastor/ Best Friend, daycare provider)

Name .... Profession ....

Address .... Phone ....

Name .... Profession ....

Address .... Phone ....

Name .... Profession ....

Address .... Phone ....

Name .... Profession ....

Address .... Phone ....

PETS

Veterinarian name, address .... Phone ....

Pet name ....

Special considerations ....

Veterinarian name, address .... Phone ....

Pet name ....

Special considerations ....

INVESTMENTS (other than with Wernham Wealth Management Inc.)

RRSP account # .... Company .... Phone ....

RESP account # .... Company .... Phone ....

Non-registered account # .... Company .... Phone ....

TFSA account # .... Company .... Phone ....

RRIF/LIF account # .... Company .... Phone ....

Pension/DPSP account # .... Company .... Phone ....

GIC account # .... Company .... Phone ....

Stocks .... Company .... Phone ....

Bonds .... Company .... Phone ....

Mutual Funds .... Company .... Phone ....

Other ....

TED TIP: Consider reviewing all beneficiary designations and ensure they are properly up to date.

INSURANCE (other than with Wernham Wealth Management Inc.)

Personal

Life insurance policy # .... Company .... Phone ....

Term insurance policy # .... Company .... Phone ....

Health care benefits policy # .... Company .... Phone ....

Disability policy # .... Company .... Phone ....

Long-term care policy # .... Company .... Phone ....

Critical Illness policy # .... Company .... Phone ....

Other ....

Household and Auto

Home insurance company/agent name ....

Homeowner policy # .... Phone ....

Auto insurance company/agent name ....

Auto policy # .... Phone ....

Auto policy # .... Phone ....

Auto policy # .... Phone ....

Other ....

PROFESSIONAL CONTACTS

Advisor's Name: TED WERNHAM, BA CLU CFSB EPC

Firm name and address: WERNHAM WEALTH MANAGEMENT INC.
390 Commissioners Road West, Suite 100, London, Ontario N6J 1Y3
519-670-3177 | toll free 1-855-539-3177
www.wernhamwealth.com | ted@tedwernham.com

We will have all pertinent account information on file for you!

Other Contacts

Lawyer's Name .... Phone ....

Firm name and address ....

Corporate Lawyer's Name .... Phone ....

Firm name and address ....

Accountant's Name .... Phone ....

Firm name and address ....

Stockbroker Name .... Phone ....

Firm name and address ....

Other professional .... Phone ....

Firm name and address ....

Executor's name .... Phone ....

Executor's name .... Phone ....

Power of Attorney (personal care) name .... Phone ....

Power of Attorney (property) name .... Phone ....

BANKS

Bank name, address .... Phone ....

Chequing # .... Savings # ....

Safety Deposit Box # ....

Bank name, address .... Phone ....

Chequing # .... Savings # ....

Bank name, address .... Phone ....

Chequing # .... Savings # ....

DIGITAL PASSWORDS/PASSCODES

Personal Computer Startup Passwords

Desktop Password .... Laptop Password ....

Tablet Password .... Other (i.e. mobile device) ....

Business Computer Startup Passwords

Desktop Password .... Laptop Password ....

Tablet Password .... Other ....

Online Banking Passwords

Financial Institution .... Account # ....

Website of Financial Institution ....

Username .... Password ....

Financial Institution .... Account # ....

Website of Financial Institution ....

Username .... Password ....

Financial Institution .... Account # ....

Website of Financial Institution ....

Username .... Password ....

Financial Institution .... Account # ....

Website of Financial Institution ....

Username .... Password ....

Voicemail

Telephone # .... Password ....

Telephone # .... Password ....

Telephone # .... Password ....

Affinity Programs (Loblaws, Winners, etc)

Name .... Website ....

Username .... Password ....

Account Information ....

Name .... Website ....

Username .... Password ....

Account Information ....

Name .... Website ....

Username .... Password ....

Account Information ....

DIGITAL PASSWORDS/PASSCODES

Personal Online Accounts (social networking, hobbies, etc)

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Professional Online Accounts (relating to your business)

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Frequent Traveller Program

Name of Airline/Program .... Website ....

Username .... Password ....

Account Information ....

Name of Airline/Program .... Website ....

Username .... Password ....

Account Information ....

DIGITAL PASSWORDS/PASSCODES

Other Digital Passwords

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

Name .... Website ....

Username .... Password ....

Additional Information ....

LOCATIONS and OTHER INFORMATION

Birth Certificate .... Passport ....

Marriage Certificate .... Other legal documents ....

Will (Original) .... Copy ....

When was this last updated ....

**TED TIP: It is very important for you to keep you Will and Powers of Attorney up to date.
It is even more important that your family or I, your financial advisor, know where they can be found.**

Personal Care Power of Attorney (Original) .... Copy ....

Property Power of Attorney (Original) .... Copy ....

Address .... Phone ....

Name .... Profession ....

Address .... Phone ....

Personal Income Tax Return and last year filed ....

Safety Deposit Box (box and key location) ....

This document should always be kept in a safe and secure location.

THINGS TO CONSIDER

1. Have you considered being an **organ donor** (for purposes of transplant, medical research or education)? You can learn more about the gift of life through organ donation at, www.giftoflife.on.ca and can register to be a donor at www.beadonor.ca.
    a. If so, is this choice indicated on your Driver's Licence? ....
    b. If so, does your family know of, and understand this decision? ....

	yes	no
2. Have you made **Funeral Arrangements**?	....	....
a. Do you have funeral insurance? (ASK TED)	....	....
b. Do you have a set of instructions or special wishes for your funeral/memorial service?	....	....
c. Do you have a set of instructions for your burial/cremation?	....	....
d. Do you own a cemetery plot?	....	....
i. Have you provided for it's ongoing care?	....	....
e. Most importantly, are your family/close friends aware of these wishes and/or instructions? Do they know where to find these instructions when they need to?	....	....
3. **Special Considerations**		
a. Do you have any members of your family that have "special needs"?	....	....
i. If so, are they under 18 years of age?	....	....
1. If so, is there a HENSON TRUST in place?	....	....
4. Have you considered what will happen to your **Vacations Properties**?	....	....
a. Sometimes vacation properties (cottages, lake houses, and beachfront property) hold more emotional value than physical value. Have you considered how these assets should be disposed of?	....	....
5. Have you considered and addressed what will happen with your **Collections?**	....	....
a. Some people may have antique, coin, or stamp collections that are near and dear to their heart. If this describes you, have you considered how these collections will be divvied up.	....	....

TED TIP: Write an "Exit Letter". It really helps your loved ones. Otherwise, they will be left guessing, which sometimes lead to arguments.

TED TIP: Scan the contents of your wallet or purse and create a brief inventory of credit cards and other important documents. This will be helpful for you if you ever lose your wallet, and will be helpful for those close to you after you are gone.

Thanks!

Finally, we congratulate you once again.

It usually takes minutes for you to complete this document, or months of research for your family later on if you don't take the time to complete it now.

Some assets are never found, and therefore remain unclaimed. At year-end 2016, there were 1,800,000 unclaimed Canadian Bank accounts worth $678 million.

Revenue Canada is holding an estimated $8 million in unclaimed tax refunds since 1990. There is no time limit on claims, but no interest is paid on amounts refunded.

You might find some money waiting for YOU! Go to the BANK OF CANADA's unclaimed balances' website to check it out at: http://ucbswww.bank-banque-canada.ca/scripts/search_english.cfm

Thank you for your time and attention.

As your *income and personal asset manager* we know the first time doing this exercise takes time and dedication. You have done a good job completing this record.

We congratulate you on your effort.

GREAT JOB! WELL DONE!

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