



Virginia  
Retirement  
System®



# Get **Your inventory of personal assets, expenses and documents** Organized

Organizing your personal assets, expenses and documents is a priority, regardless of your age. If you are injured, become ill or die suddenly, organized personal records will be helpful for those who must handle your household, legal and financial matters. Use this inventory to help you get organized. Update and review periodically with your loved ones.

## Points to Consider

This inventory is a starting point.

Some items listed here may not apply to you. Others may require extensive documentation.

- With key details in one place, your executor and/or your survivors can take care of your property and resolve legal and financial matters.
  - Include any document that might be useful information for your executor and survivors.
  - Ensure that sensitive personal information is kept in a secure place and only shared on a need-to-know basis with trusted contacts, such as your attorney or executor.
- If you are a VRS member or retiree:**
- Visit [varetire.org](http://varetire.org) for information, publications and forms referenced here.
  - Log in to your myVRS account at [myVRS.varetire.org](http://myVRS.varetire.org) for secure access to your retirement benefit information.
  - Keep your beneficiary information current. Register or log in to your [myVRS](http://myVRS) account to name or update beneficiaries for your defined benefit member contributions and VRS Group Life and Optional Life Insurance, if you are eligible. If you participate in the [Hybrid Retirement Plan](#), [Commonwealth of Virginia 457 Deferred Compensation Plan](#) and [Virginia Cash Match Plan](#), select your plan's website and log in to your account to name your beneficiary.
  - Authorize a trusted person to discuss your account information with VRS representatives ([VRS-900](#)) or complete and file a VRS Durable Power of Attorney ([VRS-901](#)) to allow an individual to take action on your behalf.
  - Refer to the VRS brochure, [Losing a Loved One: Guide for Families](#), for contacts that can be a useful addition to your planning.
  - Contact VRS for counseling about your available benefits; virtual or in-person [appointments](#) for all active and retired members are available. Monday–Friday, 8:30 a.m.–4 p.m., 888-827-3847.
  - Contact [Voya Financial for counseling](#) on VRS defined contribution plans. Call 877-327-5261 Monday–Friday from 8:30 a.m. – 9 p.m.

# Information to Include

## Information provided in this document is intended to be general.

It cannot be complete in all details and cannot supersede or restrict the authority granted by the *Code of Virginia*, which may be amended from time to time.

## This inventory is not meant to provide legal, financial or tax advice.

Consult a professional for guidance and assistance.

**Although it's a good idea to store important documents in your safe deposit box, do not store your will or burial/memorial instructions there.** The box may be sealed at your death, unless you have specifically authorized your executor to open it.

What format should you use for your inventory? Develop a secure format that works for you. You may find it works well to create a central document or spreadsheet for recording contacts, personal information, household details and property records. Policies, manuals, warranties and financial statements can be stored in folders in a secure location.

## Family, Friends and Key Contacts

List each person's name and contact information. For family members, include their relationship to you.

- Family members
- Friends and neighbors
- Executor
- Attorney
- Appointed agent for power of attorney
- Guardian
- Financial advisor/stockbroker
- Accountant
- Employer/former employer
- Title insurance agent
- Health insurance provider
- Medical doctors
- Clergy
- Burial/cremation contact
- Organ donation contact

## Personal Information

List the location of each item or document.

- Social Security number
- Driver's license number
- Vehicle titles
- Birth certificate
- Adoption documents
- Marriage certificate
- Divorce/separation documents
- Approved Domestic Relations Orders (ADROs)
- Naturalization documents, if applicable
- Passport
- Tax records for current and recent years
- Appraisals for valuables and real estate
- Important medical documents
- Military service records
- Burial/memorial instructions

## Wills, Trusts and Powers of Attorney

- *Will*: List the date it was executed, its location and the attorney's contact information
- *Trust(s)*: List the trust name, date executed, location and contact information for grantor(s) and trustee(s)
- *Living will/advance health care directive, power of attorney and durable power of attorney*: List the date executed, location and the appointed agent's contact information

## Insurance Policies

- *Life insurance*: List the insurer's contact information, policy number and owner, beneficiary, face value, premium and policy location
- *Health, dental, disability, long-term care, home and vehicle and all other types of insurance*: For each policy, list the insurer's contact information, policy number and owner, premium and policy location

## Bank Accounts and Certificates of Deposit

For each account, list:

- Financial institution and contact information
- Account type and number
- Average account balance

## Employee Savings, Retirement Accounts and Pensions

For each account, list:

- Employer and contact information
- Beneficiary

## Creditors, Loans and Expenses

For each creditor, list:

Creditor and contact information

Account number

Amount and date due

Electronic or check payment

Credit life insurance, if you have it

## Investments

For each account, list:

- Financial institution and contact information
- Investment type
- Account number
- Beneficiary

## Mortgages

For each mortgage, list:

- Mortgage company and contact information
- Account number
- Amount and date due

## Real Estate

For each property you own, list:

- Property address
- Title location
- Tax record location

## Rental Information

For any property you rent or property you own and rent to others, list:

- Property address and contact information
- Rent amount and due date
- Refundable deposit due, if applicable
- Key location

## Household Information

List each item and its location:

- Pet schedules and veterinary information
- Security system company contact information and access codes
- Spare keys (labeled for use)
- Locks and combinations
- Documents, photographs and family records
- Address books and membership directories
- Firearms and ammunition
- Warranties and manuals
- Trash/recycling collection schedule
- Household utility providers (e.g., water, gas, electricity) and account numbers

## Personal Property

For each item, list:

- Purchase/inheritance date
- Price/value and a receipt, if available
- Serial number, if applicable
- Location
- Recipient, if designated

## Communications and Media

- List account and payment information for digital and print subscriptions and TV/phone/Internet services
- List account and payment information for any automatic renewals or installment plan purchases

## Memberships

For each organization, list:

- Organization name and contact information
- Offices held/awards received, if applicable
- Badge disposition guidelines, if applicable

**A record of your valuable possessions is useful for insurance claims, to determine your estate's value and to name recipients for items.**

- Use additional sheets as needed
- Include photographs and appraisals of treasured items with this list
- Keep a file of receipts, warranties and manuals for household appliances and equipment

**Many organizations, including sororities, fraternities and Masonic groups, have specific guidelines for badge or insignia disposition following a member's death.** If you belong to such an organization, consult its headquarters or website for guidance on what should be done with badges or insignia after a member dies.



# Inventory of Assets: Quick Reference

Complete this form and only share copies with your attorney, executor and others you trust who will need a quick reference to this information in the event of your illness, injury or death. Secure this inventory as you would secure your personal and financial information; review and update it on a regular basis.

Name \_\_\_\_\_ Date Prepared \_\_\_\_\_

## My important papers and valuable property are stored in these locations:

Location 1 \_\_\_\_\_

Location 2 \_\_\_\_\_

Location 3 \_\_\_\_\_

Location 4 \_\_\_\_\_

Safe Deposit Box (SDB) Location/Number \_\_\_\_\_

## Itemized list of important papers and valuable property. Circle the location of each item.

Item	Location					Item	Location				
My Will (original)	1	2	3	4	SDB	Lock Combinations/Keys	1	2	3	4	SDB
My Will (copy)	1	2	3	4	SDB	Burial/Cremation Instructions	1	2	3	4	SDB
Spouse's Will (original)	1	2	3	4	SDB	Pet/Veterinary Information	1	2	3	4	SDB
Spouse's Will (copy)	1	2	3	4	SDB	Address Books/Directories	1	2	3	4	SDB
Trust Agreements	1	2	3	4	SDB	Warranties and Manuals	1	2	3	4	SDB
Power of Attorney	1	2	3	4	SDB	Personal Property Records	1	2	3	4	SDB
Living Will/Health Care Directive	1	2	3	4	SDB	Family Records/Heirlooms	1	2	3	4	SDB
Organ Donor Card	1	2	3	4	SDB	Appraisals of Valuables	1	2	3	4	SDB
Birth/Death Certificates	1	2	3	4	SDB	Jewelry/Furs/Clothing	1	2	3	4	SDB
Marriage Certificate	1	2	3	4	SDB	Membership Pins/Insignia	1	2	3	4	SDB
Divorce/Separation Documents	1	2	3	4	SDB	Musical Instruments	1	2	3	4	SDB
Military Service Documents	1	2	3	4	SDB	Artworks	1	2	3	4	SDB
Naturalization Documents	1	2	3	4	SDB	Sports Equipment	1	2	3	4	SDB
Adoption Documents	1	2	3	4	SDB						
Social Security Number	1	2	3	4	SDB						
Retirement Plan Information	1	2	3	4	SDB						
Health Insurance Information	1	2	3	4	SDB						
Life Insurance Information	1	2	3	4	SDB						
Title Insurance Information	1	2	3	4	SDB						
Loan/Creditor Information	1	2	3	4	SDB						
Mortgage/Rental Information	1	2	3	4	SDB						
Real Estate Records	1	2	3	4	SDB						
Vehicle Information/Titles	1	2	3	4	SDB						
Investment(s) Information	1	2	3	4	SDB						
Tax Documents	1	2	3	4	SDB						
Health Records	1	2	3	4	SDB						
Household Expenses	1	2	3	4	SDB						
Utility Payments	1	2	3	4	SDB						

## Important Contacts

### Virginia Retirement System

P.O. Box 2500, Richmond, VA 23218-2500

888-827-3847

[varetire.org](http://varetire.org)

### Securian Financial (life insurance)

P.O. Box 1193, Richmond, VA 23218-1193

800-441-2258

[rbo@securian.com](mailto:rbo@securian.com)

Do not include confidential information, such as a Social Security number, when submitting a request via email.

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