



**2013 Middle TN Chapter MOAA
Personal/Financial Affairs - Planning Ahead Checklist Reminder**

Annually find the time to review and update your personal and financial affairs and make sure they are organized in case someone needs to access them on your behalf. Make sure someone you trust knows where to find all of this information when it becomes necessary.

___ For Retirees & Spouses, Obtain New Military ID cards without SSN

___ Personal information, full name, SSN, DOB (birth certificate if available), names of former spouses (death or divorce certificates), names of children from previous marriage or unions if applicable

___ Record of Personal Affairs, full name, if retired military, retired grade, service, SSN, current home address, VA Claim # if applicable, date/type of retirement

___ Military Service Personnel File location

___ Survivor Assistance may be offered by some associations: MOAA, 1-800-234-6622, <http://www.moaa.org>; American Armed Forces Mutual Aid Association, 1-800-336-4538 or 1-703-522-3060, <http://www.aafmaa.com>, or Navy Mutual Aid Association, 1-800-628-6011 or 1-703-614-1638; contact Fort Campbell, KY base operator, 1-270-798-2151 to contact Survivor Assistance Officer if available for retirees' death; Gold Star Wives of America, 1-888-751-6350, www.goldstarwives.org; Tragedy Assistance Program for Survivors (TAPS) 1-800-959-8277, www.taps.org; Society of Military Widows, 1-800-842-3451, www.militarywidows.org; Army Emergency Relief (AER), 1-866-878-6378, www.aerhq.org; Navy Marie Corps Relief Society (NMCRS), 1-703-696-4904, www.nmcrcs.org; Air Force Aid Society (AFAS), 1-800-769-8951, www.afas.org; Coast Guard Mutual Assistance, 1-800-881-2462, www.cqmahq.org.

___ Department of Veterans Affairs, VA Claim # and/or veterans' SSN; 1-800-827-1000 (Regional VA Office for veterans benefit information)

___ List military and civilian professional organizations to be notified upon death

___ List important business and personal contacts to be notified such as close friends, former employers, personal physician, clergy, attorney, trust administrator, executor of will, financial advisor, insurance agent, banker, others

___ Prepare final instructions for survivors, family, and friends

___ Safety deposit box or home safe location and accessibility information or points of contact with access

___ Personal affairs documentation: birth certificate, marriage certificate, divorce or death certificates (of previous spouse or immediate family members), name change documentation, military separation documents-DD 214, Record of Military Service; retirement orders, other military service specific separation documents; update wills, trusts, living wills, durable power of attorney or health care power of attorney and location of originals

___ Personal finance information: banks, credit unions, investment or brokerage firms, financial planners and include account numbers for checking, savings, investment/stock portfolio, credit cards, IRA/401ks, etc. and location of these documents

Page 2 – 2013 Personal/Financial Affairs - Planning Ahead Checklist Reminder

___ Document the location of important, non-financial items such as computer files and passwords

___ Real Estate information: include locations, appraised values, and mortgage data if applicable; list homeowner insurance policy or mortgage insurance policy information. Note deeds, tax documents, and related real estate documents' location

___ Automobiles, Motor Vehicles, Yachts/Boats, etc.: make, model, year, ownership status and location of titles

___ Life or other insurance (health, Tricare, etc.) policy information: policy numbers, policy holders, update beneficiaries as necessary, list agency points of contacts

___ Civilian Employee Benefits or Annuities: corporation points of contact information and location of applicable papers

___ Social Security Administration, 1-800-722-1213 (Social Security Survivor benefit and death benefit contact number); local numbers listed in Government blue pages

___ Civil Service (if member of Civil Service or Federal Employment Retirement System (CSRS or FERS); contact Office of Personnel Management (Civil Service Survivor Benefit Program {SBP}, Casualty, & Federal Group Life Insurance information), 1-888-767-6738, option #4 (death of annuitant, provide SSN or CSA number

___ Thrift Savings Plan (if deceased CSRS or FERS retiree in TSP, contact Federal Retirement Thrift Investment Board, 1-877-968-3778, option #3

___ Specify your final arrangements/wishes (Funeral and Burial Wishes):

- Local Funeral Director's name and contact information Specify Cemetery: National, State Veterans, Civilian, etc.
- If Cremation, specify disposition of remains
- Specify if you want military service honors (funeral director can contact the military regarding military honors by calling 1-800-MIL-HONR (645-4667) to coordinate ceremonies or go to: www.militaryfuneralhonors.osd.mil
- Veterans benefits entitlements: contact regional VA using number provided above
- Specify type of service, where to be held (church, graveside, synagogue, funeral home, etc.) to include specific musical tributes or special requests
- Specify whether flowers or not and if not, in lieu of donations to what organization(s)
- Other Special Requests

This checklist is not all inconclusive but it and copies of various MOAA publications are valuable assets to your survivors upon your death or a debilitating illness. Publications may be obtained by calling: 1-800-234-6622, provide membership # or going to MOAA website to order: www.moaa.org

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