

The What If Kit

Compliments of MemoryBanc

What If ...

- You are in a car accident and usually manage the household bills?
- Your partner has a health crisis, and they manage the bills for the household?
- Your single parent ends up in a rehabilitation center and you need to manage their affairs?

We never know what life will bring, but too often spouses, partners, friends, and family are helpless because they do not have the information they need to help. The goal of this kit is to give you an uncomplicated way to record the most vital information so those you trust can easily help you, as well as have those that would count on you provide you with the information you need to help them.

Bills and finances are now mostly online and without help (and even with powers of attorney) it could take weeks to months to be able to help. Spend one hour and give someone the ability to:

1. Pay household expenses as you recover.
2. Manage healthcare costs and know what resources are available to cover medical expenses.
3. Help if you are terminally ill or settle your affairs after death by documenting your accounts, retirement plans, and insurance.

Use this kit to give your friend, partner, family, or spouse the direction to manage your personal affairs.



MemoryBanc[®]
Personal Financial Assistants
Power of Attorney & Trustee Services

It is inevitable that everyone needs this.

Everyone should have a guide to their financial and personal affairs that will help someone assist you if you have a temporary incapacity as well as your survivor's when you die. As of 2023, death is unavoidable.

What most adults fail to recognize is that there will be a time in your life that someone will need to step in and pay bills and help ... if only temporarily. While we all hope this will not be needed, most American's will have a period in their life when it is needed. If you are the one in managing the day-to-day finances, it is a kindness to your loved ones who will need it to help should something happen to you. The statistical realities, according to ...

These 10 years have the highest rates of disability.

[The Social Security Administration Trustee Report](#) (2021)

Historical and long-range incident rates of Disability.

Age Group	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	TOTAL
Male	0.4	1.4	1.6	2.0	2.6	3.7	5.1	8.6	14.7	18.3	10.0	68.4
Female	0.3	0.9	1.4	2.0	3.0	4.3	5.8	9.2	14.0	15.6	8.6	65.1

[U.S. Department of Health and Human Services](#) (2019)

Seventy (70) percent of adults who survive to age 65 develop severe Long-Term Service and Support (LTSS) needs before they die. Forty-Eight (48) percent of adults over 65 will need paid care.

CDC Statistics

- [Life Expectancy](#) 77.0 years
- [Percent of long-term care services users who are aged 65 and over](#)
 - Percent of adult day services center participants: 62.5% (2016)
 - Percent of home health agency patients: 81.9% (2015)
 - Percent of hospice patients: 94.6% (2015)
 - Percent of nursing home residents: 83.5% (2016)
 - Percent of residential care community residents: 93.4% (2016)

[World Data Life Expectancy](#) for United States

Male 74.5 years

Female 80.2 years

[According to the Council of Disability Awareness](#) (September 2021)

- One in four of today's 20-year-olds can expect to be out of work for at least a year because of a disabling condition before they reach the normal retirement age.
- Each year around 5 percent of working Americans will experience a short-term disability (six months or less) due to illness, injury, or pregnancy*. Almost all of these are non-occupational in origin.
*Pregnancy accounts for less than a quarter of the short-term disabilities.

One in four of today's 20-year-olds can expect to be out of work for at least a year because of a disabling condition ... before retirement.

After caring for my parents for 5 years, I launched a business to help other families navigate the financial quagmire of daily living. For more than a decade, I have worked as a Daily Money Manager and fiduciary for individuals and their families. I found that most households boil down to one of three kinds:



Kay Bransford
MemoryBanc Founder

- 1) The single adult that manages all of their finances and household on their own;
- 2) The couple that has informal and often unspoken agreements about how they divide and conquer expenses;
- 3) The couple that has one person managing all the finances and household affairs.

Regardless of which one you are, or which role you play, there needs to be documentation of your financial affairs and how household bill pay is funded and managed.

Our world has changed dramatically with technology. In the past decade, most companies along with local, state and the federal government have pushed us to self-service portals and prefer that we opt for paperless delivery of statements. If you have moved to any paperless statements, if something happens to you, there is no paper trail to help your loved ones and housemates. The bills are going to an unmanaged email box overflowing with messages.

We all have a friend who lost a partner or parent and spent weeks trying to piece together the finances. Some also have a friend who had to help an adult child. Spending less than one hour on these worksheets will save your loved ones from the anguish of trying to piece things together. If you are not the person managing these affairs, give them this kit and ask them for one hour.

I was a family caregiver to my parents who had planned well (POAs, Trust, Will). The belief that it is easy to step in and know how to pick up and manage forward after a critical health incident is just a fact you have not had to learn yet. The legal tools are only part of the solution. The details about where and how the money is used is the key to good planning.

Most adults have more than one bank account, multiple credit cards, and retirement plans. Where your income is deposited, how your money moves between accounts, and what is set up on autopay should be documented. Additionally important is where the two-factor authentication goes ... most financial sites require a phone number or email. Not only will it make your life easy when there is a credit card breach or fraud, but it would help a loved one who is trying to manage the finances without you.

The goal of this kit is to provide you with a straightforward way to record the critical information a loved one needs to know to step in, help, and manage forward.

WHAT WOULD SOMEONE NEED TO BE STEP IN AND PAY BILLS?

While you may know where most of your account information is located, a spouse, partner, parent, or friend do not. Those who step up to help will need to know what assets they have at their disposal to manage the household bills, pay for care ... and cover the ongoing expenses of life.

As a Public Service Announcement, I do encourage every person living in America over the age of 18 to have a Durable Power of Attorney (to help with financial affairs) and a Healthcare Power of Attorney (to help with medical decisions) in place. Parental and Spousal rights do not have a role when you are trying to pay bills, access banking accounts (unless they share the account with you) or move money from an investment account. Our litigious and fraud-ridden society has made this much more difficult than it was 5 years ago.

Once you have children, start to accumulate wealth, it gets more complicated. **I am not a lawyer and suggest you contact an estate or elder law attorney to put estate plans in place.** Estate Plans do not include the practical information about your financial assets, so I recommend you complete this kit.

The stuff you keep in your head, the file cabinets, under a keyboard, on your phone or computer, is what you need to securely document and update for you and your loved ones.

The three things you need to document or organize includes:

- 1) **Color Copies of Wallet Contents:** Having copies is helpful if there is a breach or your wallet lost or stolen. In the past two months, I have had to provide copies of the valid driver's license and social security card of our client before the bank would accept my power of attorney.
- 2) **Digital Access Information:** Having access codes to your devices and online financial accounts will make it easy for someone to be able to quickly step in and pay bills, move money, or reset account passcodes. You should note two-factor authentication, and document your security questions and answers.
- 3) **Cash Flow Roadmap:** Seven out of ten couples cannot name the top three joint accounts they share (Consumer Reports). You need to assume your partner, spouse, friend, or parent will not know all your bank, credit, or investment accounts. You can create a simple visual to show the accounts, how they are titled, what they pay, and how they are connected.

BONUS ASSIGNMENT: At the end of this kit, you will find a complete list of all "Important Documents" I have needed to support a family member or client. This is the big picture information that will be helpful to support you or resolve your estate. This will take longer to complete depending on how organized you are today.

This information is designed to stand on its own. Store this information with your Estate Plans if you have them.

SHARE THE INFORMATION NOW

If you do not trust them now, you should not name them to manage your affairs for you. Give a copy of this information or tell them where to find this document. In our household, my husband and kids know where this is stored, and in return, my kids have done this and we keep it in a sealed envelope I hope I never have to open.

More Organization Tools. If you need help or want a guide to follow, you can order our [workbook](#) from Amazon. If you want to be paperless, you can download the [digital files store the information on a flash drive](#) (and share). The digital edition includes editable pdfs you can update, copy, print, and share.

ABOUT MEMORYBANC SERVICES

We manage bill pay and daily finances for individuals, couples, and families. We also serve as Power of Attorney and Trustee, and support the beneficiaries as directed. To learn more about our services, contact us directly at 703.436.2827 or [visit our website](#) to schedule a free consultation.

We are insured and bonded. As members of the American Association of Daily Money Managers we are bound by our Ethical Code. Managing your daily finances can feel overwhelming -- it does not have to be. As your trusted partner and professional financial advocate, we worry about bills, taxes, cash flow, and your important documents so you do not have to.



Step 1: Color Copies of Wallet Contents / Important IDs

Make a color copy of the following items in your wallet:

- Driver's License or Government ID's
- Insurance Cards
- Credit Cards
- Social Security Card

Step 1 takes:



5 minutes

Make a copy of the front and back of each card. Color is better because it is more readable and what financial institutions request.

Step 2: Digital Access

Having access to your online accounts, email and phone will make it easy for your loved ones to help you.

Lock Screen Codes

Write down the Device Name (Dave's PC, Kim's iPad) along with the lock screen Code. Note file names or folders of important documents stored on the device in the NOTES section.

Step 2 takes:



15 minutes

Device Name: _____ Code: _____

Device Name: _____ Code: _____

Device Name: _____ Code: _____

Device Name: _____ Code: _____

Device Name: _____ Code: _____

NOTES: _____

Phone and Voicemail Passcodes

Owner & Number: _____ Lock Screen Code: _____ Voicemail Code: _____

Owner & Number: _____ Lock Screen Code: _____ Voicemail Code: _____

Owner & Number: _____ Lock Screen Code: _____ Voicemail Code: _____

NOTES: _____

Step 2: Digital Access (continued)

Online Access to Most Important Accounts

Bank: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Bank: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Credit Card: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Credit Card: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Retirement \$: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Retirement \$: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Email: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Password Keeper: _____ Username: _____ Passcode: _____
__ Two-Factor? Device: _____

Common Security Questions:

What is your mother's full birth name? _____

What is your father's full name? _____

What is your favorite:

food? _____

movie? _____

book? _____

What is the name of the town where you were born? _____

What is the name of your first / favorite pet? First: _____ favorite: _____

What is the make of your first car? _____

What was your childhood nickname? _____

Use these to document additional general security questions (Q) and answers (A):

Q: _____

A: _____

Q: _____

A: _____

Q: _____

A: _____

Q: _____

A: _____

Q: _____

A: _____

Step 3: Draw a Cash Flow Roadmap of your Accounts

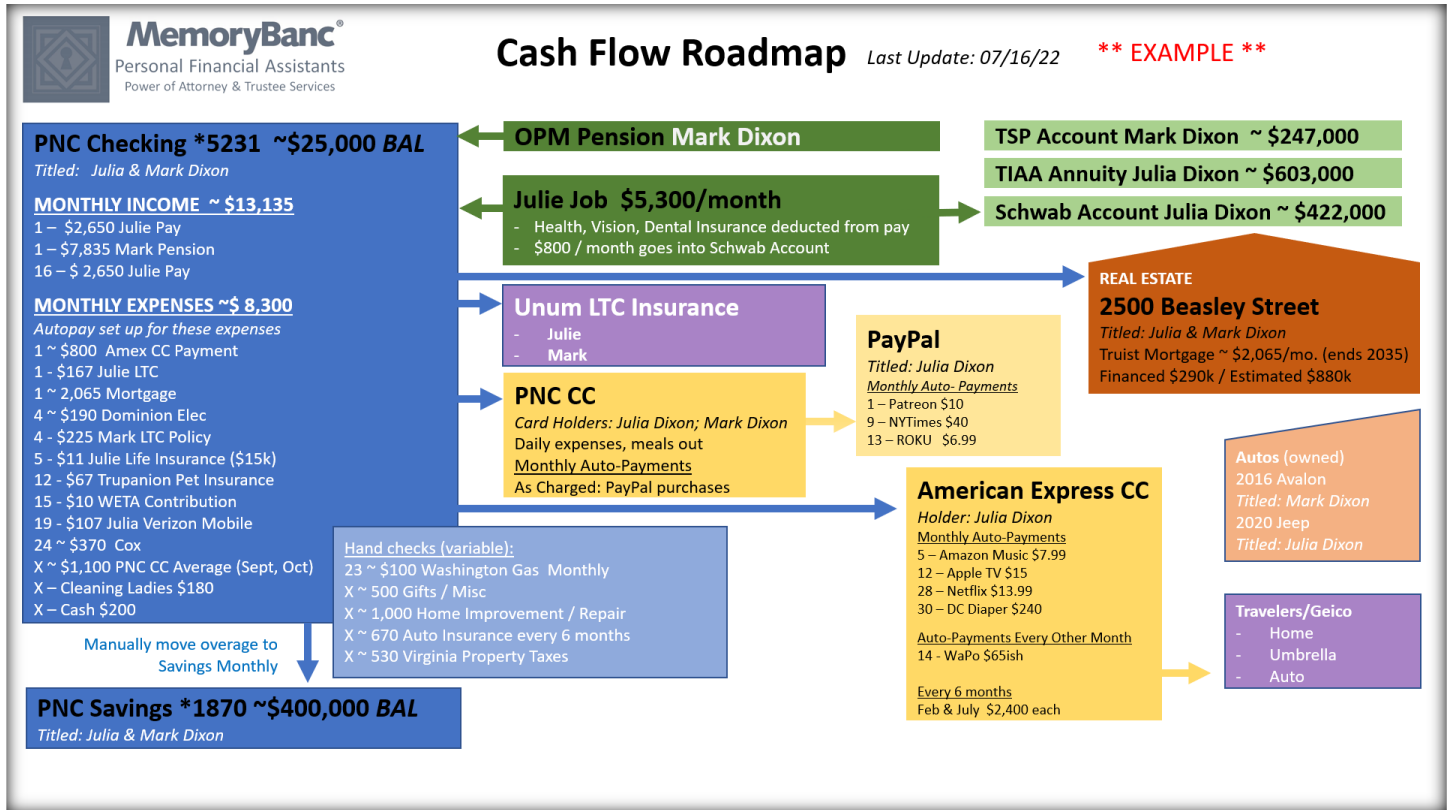
A picture is worth a thousand words. A simple cash flow roadmap illustrates your financial accounts and provides a simple overview of how your money flows, pays bills, and is interlinked between financial services firms.

In this case there is a PNC Checking and Savings account; a PNC and Amex Credit Card account, and a PayPal account that are set up and paying bills. It shows where the income sources are deposited and documents auto-payments. Include all income sources, high-value individual property, insurance, and investments accounts.

Step 3 takes:



40 minutes



Use this space to summarize all the accounts and items that should be on your Cash Flow Roadmap:

Bank Accounts/Type:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Credit Cards:

- 1)
- 2)
- 3)
- 4)
- 5)

Property (Home & Autos):

- 1)
- 2)
- 3)
- 4)

Investment Accounts/IRAs/Annuities:

- 1)
- 2)
- 3)

Insurance Policies:

- 1)
- 2)
- 3)



Use this page to document accounts and each bill pay and auto-pay set-up.

Account: _____

Additional Notes:

Note Pay Date / Payee / Average payment

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Account: _____

Note Pay Date / Payee / Average payment

-
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-

Account: _____

Note Pay Date / Payee / Average payment

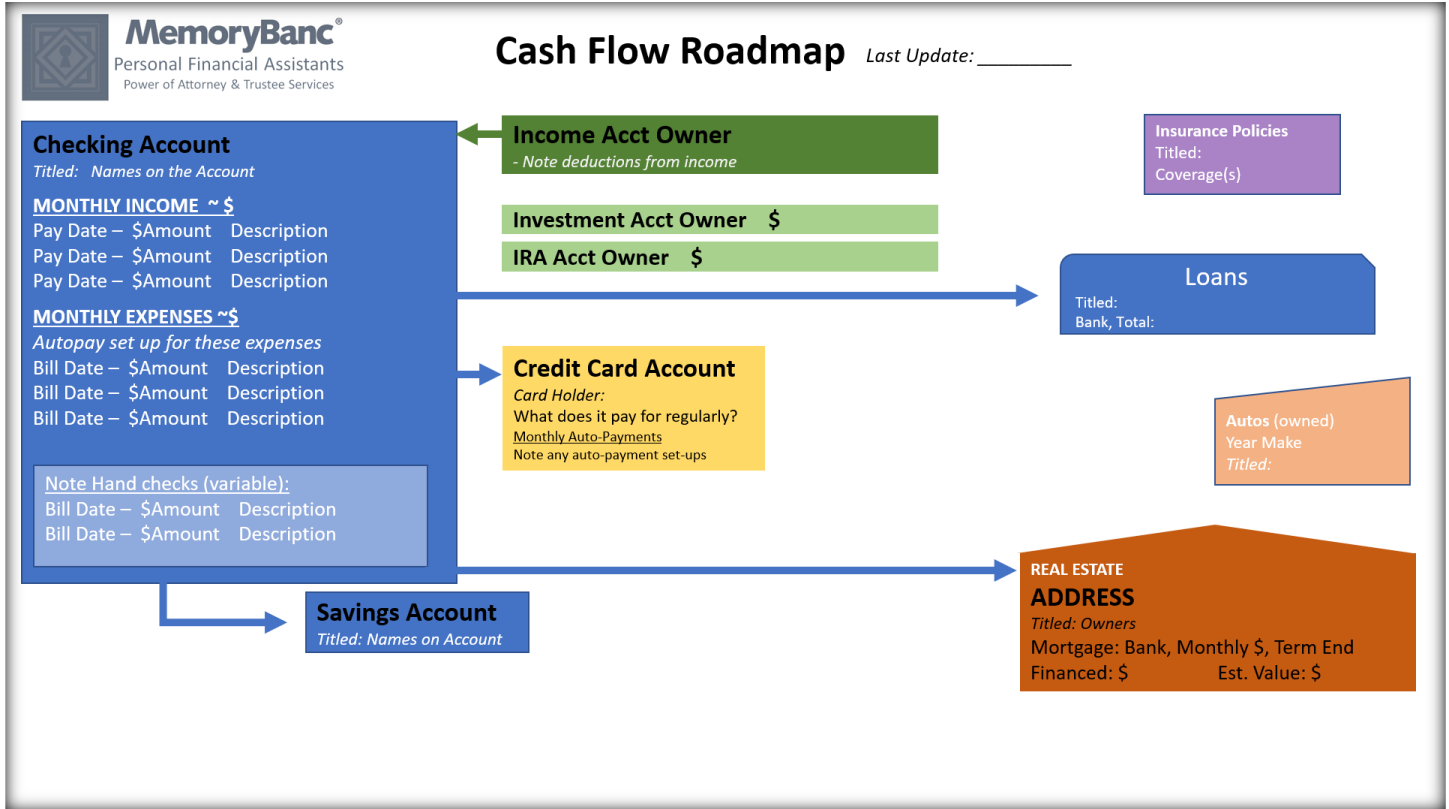
-
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Account: _____

Note Pay Date / Payee / Average payment

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-

Use this guide and the bottom half of the page to draw your own graphic account roadmap.



NOTES: _____

BONUS: Gather Important Documents

Use this list and check boxes to note which items you have collected and cross off items that do not apply to you. Please note that many government and financial institutions will ask for color copies since they are more difficult to fake and is the reason “color copy” is noted on specific items. Most of this information can be summarized and stored in a 2-inch binder.

Put recent copies of your statements in a binder or include a note on where someone could find statements to your accounts. Information on your statements will be needed to contact the providers. If you have moved to paperless settings make sure you leave your online access codes to get into the email account where these statements are delivered.

± This symbol represents those accounts that may have online access, usernames, passcodes, PINs, and security questions that were established and should also be included with your account(s) documentation.

Personal Information and Identification Cards

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Names, social security numbers, and birthdates for spouse/partner, children, and account beneficiaries | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Birth certificate/naturalization documents | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Social Security card/number/statements ± | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Driver’s license ± | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Military identification/service records DD-214 | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Passport/Permanent Resident Card | <input type="checkbox"/> color copy |
| <input type="checkbox"/> Location of tax returns and IRS PIN if implemented | |
| <input type="checkbox"/> Marriage license/divorce /child custody documents | |
| <input type="checkbox"/> Location of household inventory and appraisals | |
| <input type="checkbox"/> Location of safe, combination and/or safe deposit box | |



Estate Plans and Documents

- Durable power of attorney
- Medical (Healthcare) power of attorney
- Will
- Trust
- Do-not-resuscitate order/living will
- Specific instructions regarding personal wishes, pets, and burial



Financial Information, Statements and Cards

- Income sources and pay cycles
- Bank accounts and beneficiary details ±
- Retirement, investment, brokerage accounts and beneficiary details ±
- Stock certificates and savings bonds
- Home, auto, life, umbrella insurance policies – deductibles, what is covered, who is covered, beneficiaries ±
- Real estate – ownership, location, and loan type, amount borrowed, interest rate, payment due dates/cycle ±
- Auto loans – title, location, amount borrowed, interest rate, payment due dates/cycle ±
- Other non-household asset details – appraisal, location, and inventory
- Other debts – type, amount borrowed, interest rate, payment due dates/cycle ±
- Credit freeze or identity theft account and access information ±
- Credit card accounts – account numbers/expiration/CCV, annual fees, limits, interest rate, and payment cycle ±
- Notice of final loan payments/release – zero balance statement, cancelled notice with original loan papers
- Utility accounts (power, gas, phone, cable, water, sewer) ±

NOTES: _____

Online Accounts & Computer Access

Document all those not previously included with the above account information. Note details of two-factor authentication and linked emails or mobile phone numbers.

- Lock screen passcodes and PINs for phones, tablets, and computers
- Email accounts ±
- Social media accounts ±
- Online services ±
- Security questions, answers

Should I really write down my usernames, passcodes, and PINs? To help you swiftly and quickly, often online access is the easiest route to help reset a passcode needed, pay a bill, access income. Currently, most banks and financial institutions will not grant a power of attorney access to the online bill pay portal you set up. This means those bill pay accounts cannot be changed or modified. Getting access using a power of attorney often takes time – please discuss with an estate lawyer how to make this easy on you and your loved ones.

Medical Information & History

- Copies of all health insurance plan cards (*front and back*)
- Health insurance plan accounts and memberships ±
- Long-term care insurance and/or active claims – deductibles, what is covered, who is covered ±
- Contact information for healthcare providers ±
- Healthcare directives ±
- Personal medical history ±
- List of current medications, prescriptions, and dosage
- Family medical history
- Immunizations

Household Records

- Home services, contact information and visit details (*cleaning, lawn, sprinkler, meal, etc.*) ±
- Home appliances, warranty, service contact information and visit details
- Auto titles, loan details, Department of Motor Vehicles (DMV) account, E-ZPass account ±
- Service plan records, warranty, schedules, repair documentation, and preferred providers ±
- Documentation of purchase and any home or land improvements with receipts

Other Important Life Details

- Birthdays and other important dates
- Weekly schedule
- Social club and health memberships ±
- Frequent flyer, hotel, travel award programs ±
- Subscriptions ±
- Pets – care, immunizations, medications, services, ID, registration, ownership, and microchip information

± This symbol represents those accounts that may have online access, usernames, passcodes, PINs, and security questions that were provided and should also be included in the documentation.

Business Owners

Document this information if you own a business

- Customer list/key customers; Vendor contracts and vendor contacts ±
- Partnership and corporate operating agreements
- Incorporation documents; Copyright/trademark records; Business insurance documents ±
- Intellectual property/non-compete agreements ±
- Contact information or location of accounting, personnel records, and succession plan, along with access instructions ±

NOTES: _____

DAILY MONEY MANAGEMENT, FINANCIAL ORGANIZATION & ADVOCACY

If you are a busy professional, "solo ager", or choose to keep your finances private, MemoryBanc can perform as your daily money manager and personal financial advocate. We also help spouses, partners and loved ones navigate what to do after a critical incident when they do not have a guide like this one to follow.

We can work side-by-side, remotely, or step up as needed to act on your behalf. We ensure your financial needs and wishes are respected and managed as Power of Attorney and Trustee. As members of the American Association of Daily Money Managers (AADMM), we deliver the support and services you request and are bound by our ethical standards to represent our client's best interests. All employees pass a comprehensive background check, and we are Insured and Bonded. Our services complement the work of legal, tax, and financial professionals. We are an agency dedicated to serving the unique needs of each of our clients and their families.

Key services include:

- Bill Pay & Mail Management
- Scam & Fraud Avoidance
- Cash Flow Management
- Medical & Long-Term Care Claim Support
- Tax Organization
- Will act as named Power of Attorney, Trustee, Personal Representative

You have control over who sees your information and how it is collected, organized, and protected.

PROFESSIONALS THAT SUPPORT YOUR PERSONAL GOALS AND WISHES

The MemoryBanc Team



Visit our website to schedule a consultation at www.MemoryBanc.com

