



## Family Go Box

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Recommend keeping the contents in a fireproof/waterproof portable strongbox and keeping duplicated copies of important paperwork in a separate secure location, preferably in a different geography with a trusted relative, friend or in a safety deposit box

- Cover Letter – detailing contents & where to find items
- Contact List – ensure Out-of-State relatives are included:
  - Order of contact
  - Family members – address, phone numbers, email address, twitter
  - Close friends
  - Pastor / Deacon / Church contacts
  - Doctors / Veterinarians
  - Pharmacies
  - Attorney
  - Work – work numbers, address and HR contacts
  - Business associates
  - Kids’ schools – numbers and contacts
- Wills and Estate Plans
- Listing of all Financial Accounts, Terms and Contact info
  - Bank Accounts
  - Safety Deposit Boxes and Key Locations
  - Retirement Accounts
  - Investments
  - Evening Deposit & ATM locations
  - Debts Accounts (Mortgage, Auto, Loans, Credit Cards, etc.)
  - Creditors for monthly services (utilities, cable, cell, etc.)
- Funeral Instructions & Legacy Letters to loved ones
- Insurance Policies

- Legal Documents
  - Birth Certificates
  - Social Security Cards
  - Govt-issued IDs
  - Passports
  - Marriage License
  - School Records and Diplomas
  - Professional Licenses and Certifications
  - Current Resumes and Work History
  - Health Records
  - Property Deeds
  - Titles
  - Agreements
  - Settlements
  
- Current Photographs of all family members (Headshot, L/R Profile and Full Length)
  
- Monthly Budget
  
- Tax Returns
  
- Keep Duplicates / Electronic copies in a Safety Deposit Box or other secure location
  
- Online presence list – sites / IDs / passwords

Quick Reference for these reminders and many more:

Federal – [www.ready.gov](http://www.ready.gov)

DeKalb – [www.dekalbcountyga.gov/dema/dekalb-emergency-management-agency](http://www.dekalbcountyga.gov/dema/dekalb-emergency-management-agency)