The GHPIA Family Financial Checklist

A practical tool for family conversations

Use this checklist to gather essential information, confirm authorizations, and create one secure record. It helps families act with confidence and care when decisions arise.

1. Core Documents

☐ Confirm wills, trusts, and powers of attorney are current

☐ Identify who is named to act and where originals are stored

☐ Review health care directives and life-prolonging care instructions

☐ Keep copies of deeds, property titles, and loan documents together

☐ Verify beneficiaries on retirement accounts and life insurance

2. Accounts and Access

☐ List all banks, custodians, and retirement plan providers

☐ Note ownership type (individual, joint, or trust)

☐ Include simple identifiers, not full account numbers

☐ Record how to access each account (online, by phone, or by advisor)

☐ Confirm who has authority through Power of Attorney or authorised signers

3. Insurance and Coverage

☐ Gather policies for life, health, home, auto, and long-term care

☐ Record company names, policy numbers, renewal dates, and contacts

☐ Clarify long-term care preferences and how costs would be covered

☐ Store claim phone lines and websites for easy access

4. Income, Bills, and Expenses

☐ List regular income sources such as pensions or investment withdrawals

☐ Record essential bills—utilities, property tax, insurance, subscriptions

☐ Note payment method (automatic debit, cheque, or manual)

☐ Keep usernames and passwords for online accounts where possible

☐ Review recurring payments annually to prevent missed or duplicate charges

5. Key Contacts and Authorisations

☐ Document contact details for your financial advisor, accountant, solicitor, and insurance agent

☐ Identify who holds durable powers of attorney or medical consent authority

☐ Clarify who should be contacted first in an emergency

6. Property and Living Arrangements

☐ Verify how property is titled and ensure it aligns with the estate plan

☐ Note where deeds and mortgage documents are kept

☐ Review suitability of the current home for ageing in place

☐ Consider contingency plans for illness, disability, or loss of a spouse

7. Charitable and Legacy Intentions

☐ Outline charitable giving priorities and existing donor advised funds

☐ Note heirlooms or items with sentimental value and who should receive them

☐ Record plans for pets' care or special bequests

8. Document Storage and Security

☐ Decide where your record will be stored—fireproof safe or secure digital vault

☐ Share access details with trusted family members

☐ Keep a backup and test retrieval at least once a year

9. Review Cadence

☐ Schedule an annual review to keep details current

☐ Revisit after major life changes such as moves, marriages, or health events

How GHPIA Supports Families

Through our Financial Concierge service, we help clients organise the full financial picture, coordinate with attorneys, CPAs, and insurance professionals, and ensure that every detail reflects the family's wishes. Peace of mind begins with clarity—and clarity starts with preparation.