Life Happens Guide

TABLE OF CONTENTS

What My Family Needs To Know	2
Personal Information	3
Important Contacts	5
Medical History	9
Medications	11
Financial Accounts	13
Retirement/Investment Accounts	15
Lending Accounts	17
Credit/Debit Cards	18
Money Owed To Me	19
Life Insurance & Long Term Care	20
Other Insurance Accounts	21
Annuities/Business Interests	23
Real Estate	24
Vehicles & Personal Property	25
Online Accounts & Passwords	27
Memorial Instructions	28
People To Contact	29
Documents To Collect	31

WHAT MY FAMILY NEEDS TO KNOW

The Life Happens Guide is designed to keep all your important information in one place, helping loved ones manage your affairs if you're incapacitated or deceased. It ensures your wishes are known and assets protected. Taking the time to fill out this Life Happens Guide now saves valuable time for your loved ones later.

It is important to keep this information up to date. We recommend revisiting the guide once a year. For items that are likely to change, we recommend using pencil to make it easier to update.

Since everything of importance will be listed in your guide, this document becomes the first thing your loved ones will reference. Therefore you should tell your trusted loved ones where to find this guide. Let them know should anything happen to you, this is where they should start or even provide them with a copy.

Personal Information

Personal Information Full Name: Phone: **Address:** Birth Place: Birthdate: **SIN #: Marital Status: Spousal Information (if relevant) Full Name:** Phone: Address: Birthdate: Birth Place: SIN #: **Marital Status: Children/Dependent Information (if relevant) Full Name:** Phone: Address: Birthdate: **Birth Place:** SIN #: **Marital Status: Full Name:** Phone: Address: **Birth Place:** Birthdate: SIN #: **Marital Status: Full Name:** Phone: Address: Birthdate: Birth Place: **SIN #: Marital Status:**

Personal Information

Children/Dependent Information (if relevant)

Full Name:	Phone:
Address:	
Birthdate:	Birth Place:
SIN #:	Marital Status:
Full Name:	Phone:
Address:	
Birthdate:	Birth Place:
SIN #:	Marital Status:
Full Name:	Phone:
Address:	
Birthdate:	Birth Place:
SIN #:	Marital Status:
Full Name:	Phone:
Address:	
Birthdate:	Birth Place:
SIN #:	Marital Status:
Full Name:	Phone:
Address:	
Birthdate:	Birth Place:
SIN #:	Marital Status:

My Emergency Contacts

Full Name:		Relationship:	
Address:			
Phone:		Email:	
Full Name:		Relationship:	
Address:			
Phone:		Email:	
My Health	Care Agents		
Full Name:		Relationship:	
Address:			
Phone:		Email:	
Full Name:		Relationship:	
Address:			
Phone:		Email:	
Location of H	Health Care Directive:		
My Power	of Attorneys		
Full Name:		Relationship:	
Address:			
Phone:		Email:	
Full Name:		Relationship:	
Address:			
Phone:		Email:	
Location of F	Power of Attorney Document:		

Lawyer:	Firm Name:
Address:	
Phone:	Email:
Location of Will:	
Accountant:	Firm Name:
Address:	
Phone:	Email:
Location of Tax Returns:	
Auto/Home/Liability Insurance Agent:	
Address:	
Phone:	Email:
Location of Policies:	
Life Insurance Agent:	
Address:	
Phone:	Email:
Location of Policies:	
Financial Advisor:	
Address:	
Phone:	Email:
Location of Statements:	
Financial Advisor:	
Address:	
Phone:	Email:
Location of Statements:	

Doctor:				
Address:				
Phone:		Em	ail:	
Doctor:				
Address:				
Phone:		Em	ail:	
Eye Doctor:				
Address:				
Phone:		Em	ail:	
Dentist:				
Address:				
Phone:		Em	ail:	
Charitable O	rganization(s):			
Address:				
Phone:		Em	ail:	
Priest/Pasto	r/Rabbi:			
Address:				
Phone:		Em	ail:	
Employer/B	usiness Partner:			
Address:				
Phone:		Em	ail:	

Other Entities Bank/Credit Union: Address: Phone: Email: **Location of Statements:** Safety Deposit Box #: Bank/Credit Union: **Address:** Phone: Email: **Location of Statements:** Safety Deposit Box #: **Bank/Credit Union:** Address: Phone: Email: **Location of Statements:** Safety Deposit Box #: Bank/Credit Union: Address: Phone: Email: **Location of Statements:** Safety Deposit Box #:

Medical History

Current Medical Issues

Illness/Medical Issue:	
Symptoms:	
Doctor:	Phone:
Treatments/Hospitalizations/Surgeries:	
Notes:	
Illness/Medical Issue:	
Symptoms:	
Doctor:	Phone:
Treatments/Hospitalizations/Surgeries:	
Notes:	
Illness/Medical Issue:	
Symptoms:	
Doctor:	Phone:
Treatments/Hospitalizations/Surgeries:	
Notes:	
Pharmacy:	
Address:	Phone:
/ ladi 655.	1 110110.
Allergies:	
Dietary Restrictions:	

Medical History

Past Medical Issues Illness/Medical Issue: **Symptoms:** Doctor: Phone: Treatments/Hospitalizations/Surgeries: Notes: Illness/Medical Issue: Symptoms: Doctor: Phone: Treatments/Hospitalizations/Surgeries: Notes: **Health Insurance Company Name:** Plan Name and Type: Member ID #: Phone: **Company Name:** Plan Name and Type: Member ID #: Phone: Company Name: Plan Name and Type: Member ID #: Phone:

Medications

Prescriptions

Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Prescription #:			Doctor:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Prescription #:			Doctor:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Prescription #:			Doctor:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Prescription #:			Doctor:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Prescription #:			Doctor:	
Date Started:			Date Ended (if any):	

Medications

Over the Counter

Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Vitamins and Suppl	ements			
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:			Date Ended (if any):	
Name:			Dosage:	
# of Times a Day:	AM:	PM:	Other:	
Date Started:				

Financial Accounts

Financial Inst	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Names on Ad	count:				
Automatic W	ithdrawals or Deposits	on account?:	Yes	No	
Location of S	itatements:				
Financial Inst	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:	:		
Names on Ad	count:				
Automatic W	ithdrawals or Deposits	on account?:	Yes	No	
Location of S	itatements:				
Financial Inst	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Names on Account:					
Automatic W	Automatic Withdrawals or Deposits on account?: Yes No				
Location of Statements:					

Financial Accounts

Financial Institution Name:						
Address:						
Phone:		Website:				
Username:		Password:				
Account #:		Account Ty	/pe:			
Names on Account	re be					
Automatic Withdra	awals or Deposits	on Account	?:	Yes	No	
Location of Statem	ents:					
Financial Institution	n Name:					
Address:						
Phone:		Website:				
Username:		Password:				
Account #:		Account Ty	/pe:			
Names on Account	re lie					
Automatic Withdra	awals or Deposits	on Account	?:	Yes	No	
Location of Statem	ents:					
Financial Institution	n Name:					
Address:						
Phone:		Website:				
Username:		Password:				
Account #:		Account Ty	/pe:			
Names on Account:						
Automatic Withdra	Automatic Withdrawals or Deposits on Account?: Yes No					
Location of Statements:						

Retirement/Investment Accounts

Financial Ins	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries	000				
Automatic W	ithdrawals or Depo	osits on Account?:	Yes	No	
Location of S	itatements:				
Financial Ins	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries	5				
Automatic W	Automatic Withdrawals or Deposits on Account?: Yes No				
Location of S	statements:				
Financial Ins	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries					
Automatic Withdrawals or Deposits on Account?: Yes No					
Location of Statements:					

Retirement/Investment Accounts

Financial Inst	Financial Institution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries	• •				
Automatic W	ithdrawals or Deposits	on Account?:	Yes	No	
Location of S	tatements:				
Financial Inst	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries					
Automatic Withdrawals or Deposits on Account?: Yes No					
Location of S	tatements:				
Financial Inst	titution Name:				
Address:					
Phone:		Website:			
Username:		Password:			
Account #:		Account Type:			
Beneficiaries					
Automatic Withdrawals or Deposits on Account?: Yes No					
Location of Statements:					

Lending Accounts

Financial Institution Name:	
Address:	
Phone:	Website:
Username:	Password:
Loan #:	Loan Type:
Location of Statements:	
Financial Institution Name:	
Address:	
Phone:	Website:
Username:	Password:
Loan #:	Loan Type:
Location of Statements:	
Financial Institution Name:	
Address:	
Phone:	Website:
Username:	Password:
Loan #:	Loan Type:
Location of Statements:	
Financial Institution Name:	
Address:	
Phone:	Website:
Username:	Password:
Loan #:	Loan Type:
Location of Statements:	

Credit & Debit Cards

Credit/Debit	Card Company:	
Address:		
Phone:		Website:
Username:		Password:
Card #		PIN#:
Location of S	Statements:	
Credit/Debit	Card Company:	
Address:		
Phone:		Website:
Username:		Password:
Card #		PIN#:
Location of S	Statements:	
Credit/Debit	Card Company:	
Address:		
Phone:		Website:
Username:		Password:
Card #		PIN #:
Location of S	Statements:	
Credit/Debit	Card Company:	
Address:		
Phone:		Website:
Username:		Password:
Card #		PIN #:
Location of S	Statements:	

Money Owed To Me

Borrower:	Phone:
Original Amount:	Balance:
Due Date:	Promissory Note/Agreement: Yes/No
Location of Statements:	
Borrower:	Phone:
Original Amount:	Balance:
Due Date:	Promissory Note/Agreement: Yes/No
Location of Statements:	
Borrower:	Phone:
Original Amount:	Balance:
Due Date:	Promissory Note/Agreement: Yes/No
Location of Statements:	
Borrower:	Phone:
Original Amount:	Balance:
Due Date:	Promissory Note/Agreement: Yes/No
Location of Statements:	
Borrower:	Phone:
Original Amount:	Balance:
Due Date:	Promissory Note/Agreement: Yes/No
Location of Statements:	

Life Insurance & Long Term Care Accounts

Insurance Company Name:							
Address:							
Policy #:	Phone:						
Policy Type:	Death Benefit Amount:						
Owner:	Insured:						
Beneficiaries:							
Location of Documents:							
Insurance Company Name:							
Address:							
Policy #:	Phone:						
Policy Type:	Death Benefit Amount:						
Owner:	Insured:						
Beneficiaries:							
Location of Documents:							
Long Term Care Insurance Company							
Address:							
Policy #:	Phone:						
Policy Type:	Benefit Amount:						
Owner:	Insured:						
Location of Documents:	Location of Documents:						
Long Term Care Wishes:							

Other Insurance Accounts

Vehicle Insura	nce Company:						
Vehicle Info:							
Policy #:			Policy	/ Holde	er:		
Billing Cycle:		Premiu	ım:		D	eductible:	
Phone:			Webs	site:			
Login Userna	me:			Passw	vord:		
Location of D	ocuments:						
Vehicle Insura	ance Company:						
Vehicle Info:							
Policy #:			Policy	/ Holde	er:		
Billing Cycle:		Premiu	ım:		D	eductible:	
Phone:			Webs	site:			
Login Userna	me:			Passw	vord:		
Location of D	ocuments:						
Home/Rental	Insurance Comp	pany:					
Address:							
Policy #:			Policy	/ Holde	er:		
Billing Cycle:		Premi	ım:		D	eductible:	
Phone:			Webs	site:			
Login Userna	me:			Passw	vord:		
Location of D	ocuments:						

Other Insurance Accounts

Vehicle Insura	ance Company:					
Vehicle Info:						
Policy #:			Policy	Holder:		
Billing Cycle:		Premi	um:		Deductible:	
Phone:			Webs	ite:		
Login Userna	me:			Passwo	ord:	
Location of D	ocuments:					
Vehicle Insura	ance Company:					
Vehicle Info:						
Policy #:			Policy	/ Holder:		
Billing Cycle:		Premi	um:		Deductible:	
Phone:			Webs	ite:		
Login Userna	me:			Passwo	ord:	
Location of D	ocuments:					
Home/Rental	Insurance Com	pany:				
Address:						
Policy #:			Policy	Holder:		
Billing Cycle:		Premi	um:		Deductible:	
Phone:			Webs	ite:		
Login Userna	me:			Passwo	ord:	
Location of D	ocuments:					

Annuities

Company Name:	
Address:	
Account #:	Amount:
Annuitant:	Beneficiary:
Phone:	Website:
Location of Documents:	
Company Name:	
Address:	
Account #:	Amount:
Annuitant:	Beneficiary:
Phone:	Website:
Location of Documents:	
Business Interests	
Business Name:	
Business Entity Type:	
Owners:	
Your Ownership %: Shar	reholder/Business Agreements: Yes/No
Location of Documents:	
Business Name:	
Business Entity Type:	
Owners:	
Owners.	
	reholder/Business Agreements: Yes/No

Real Estate

Primary Resi	dence:		
Owner(s):			
Mortgage:	Yes/No	If "yes", Lender:	
Location of D	Documents:		
Property Add	dress:		
Property Typ	e:		
Owner(s):			
Mortgage:	Yes/No	If "yes", Lender:	
Location of D	Documents:		
Property Add	dress:		
Property Typ	e:		
Owner(s):			
Mortgage:	Yes/No	If "yes", Lender:	
Location of D	Documents:		
Property Add	dress:		
Property Typ	e:		
Owner(s):			
Mortgage:	Yes/No	If "yes", Lender:	
Location of I	Documents:		

Vehicles

Make/M	lodel/Year:					
Plate #:			VIN:		Owner:	
Loan:	Yes/No	If "yes",	Lender:			
Location	n of Docum	ents:				
Make/M	lodel/Year:					
Plate #:			VIN:		Owner:	
Loan:	Yes/No	If "yes",	Lender:			
Locatio	n of Docum	ents:				
Make/M	lodel/Year:					
Plate #:			VIN:		Owner:	
Loan:	Yes/No	If "yes",	Lender:			
Locatio	n of Docum	ents:				
Othe	er Pers	onal	Prop	perty		
Item:						
Decripti	ion:					
Location	n:			Value:		
Item:						
Decripti	ion:					
Location	ո։			Value:		
Item:						
Decripti	ion:					
Location	n:			Value:		

Other Personal Property

Item:		
Decription:		
Location:	Value	•
Item:		
Decription:		
Location:	Value	•
Item:		
Decription:		
Location:	Value	•
Item:		
Decription:		
Location:	Value	•
Item:		
Decription:		
Location:	Value	•
Item:		
Decription:		
Location:	Value	
Item:		
Decription:		
Location:	Value	*

Online Accounts and Passwords

Email Address:	
Website:	
Password:	
Email Address:	
Website:	
Password:	
Social Network:	
Website:	
Username:	Password:
Social Network:	
Website:	
Username:	Password:
Social Network:	
Website:	
Username:	Password:
Other Accounts	
Website:	
Username:	Password:
Other Accounts:	
Website:	
Username:	Password:

My Memorial Instructions

Executor(s):							
Phone(s):							
After my dea	ath I wish	to be:	Buri	ed	Cremated	Other:	
If cremated,	I wish th	e follow	ing pers	son(s)	to have poss	ession of m	y remains:
I have alread	ly purcha	ased a b	urial plo	ot:	Yes	No	
Name of Cer	netary:						
Address:							
Phone:				Locat	ion of Deed:		
Funeral Hon	ne:						
Address:							
Phone:				Fune	ral Director:		
Memorial Service Location:							
Address:							
Who should	conduct	the ser	vice:				
Music:							
Readings:							
Pallbearers:							
Contributions designated to:							
Special Instr	uctions:						

Family and Friends to be contacted

Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:
Name:	Relationship:
Address:	
Phone:	Email:

Professionals to be contacted

Lawyer Auto/Home/Liability Insurance

Accountant Financial Advisor(s)

Doctor(s) Financial Institution(s)

Dentist Life Insurance Agent

Employer Business Partner

Pension Trustee

Government Agencies to be contacted

Canada Revenue Agency
Provincial Health Care

Canada Pension Plan
Service Canada

Old Age Security
Canada Post

Others not listed



Documents to collect

Adoption Papers	Life Insurance(s)
Annuities	Liability Insurance(s)
Bank Statements	Living Will/POA
Birth Certificate	Marriage Certificate
Cemetery Plot Deed	Mortgage/Lending Papers
Citizenship Papers	Passport
Corp/Business Papers	Pension Plan
Credit Card Stmnts	Promissory Notes
Divorce Papers	Property Deeds
Estate Planning Docs	Property Tax
Income Tax Returns	Social Insurance Card
Investment Statements	Will

Information needed for Death Certificate

- Full name
- Date of Birth
- Marital Status
- Date of Death
- Age at Death
- Place of Death
- Address Prior to Death
- Spouse's Full Name
- Parent's Full Names, Date of Births and Birthplace

























