

Passing on Your Wealth

Record Keeper



Passing on Your Wealth – Record Keeper

This workbook has been developed to help you organize your personal and financial information. Maintaining accurate records, ensuring that your personal documents are up-to-date, and meeting regularly with your financial professional(s) can help to alleviate your financial worries. Once you have completed the workbook, a copy should be placed with your Will and kept up to date.

My TD contact

Name:	
Title:	
Phone:	
Address:	

It is important to note that the personal information you are recording in this workbook is highly sensitive and therefore should be placed in a secure location such as your safe deposit box or home safe. If you are not placing it in a secure location, consider excluding personal identity information such as Social Insurance and Health Card numbers.

Personal Information

Date Prepared: _____

Your full name:		
Date of Birth:		Place of Birth:
Address:		
Phone:		
Driver's License #/Card Location:		
Provincial Health #/Card Location:		
Social Insurance #/Card Location:		

Spouse/partner's name:		
Date of Birth:		Place of Birth:
Address:		
Phone:		
Driver's License #/Card Location:		
Provincial Health #/Card Location:		
Social Insurance #/Card Location:		

Child's name:		
Date of Birth:		Place of Birth:
Address:		
Phone:		
Provincial Health #/Card Location:		
Social Insurance #/Card Location:		

Child's name:		
Date of Birth:		Place of Birth:
Address:		
Phone:		
Provincial Health #/Card Location:		
Social Insurance #/Card Location:		

Child's name:		
Date of Birth:		Place of Birth:
Address:		
Phone:		
Provincial Health #/Card Location:		
Social Insurance #/Card Location:		

Important Documents

Document	Location
Will	
Power of Attorney	
Birth Certificates	
Marriage Certificate	
Passports	
Income Tax Returns	
Banking Records	
Credit Cards	
Investment Records	
Loans/Mortgage Records	
Vehicle Ownership Records	
Insurance	
Other:	
Other:	
Other:	
Other:	

Household Accounts

Type	Provider	Account #	Phone Number
Electricity			
Gas			
Utilities			
Property Tax			
Internet			
Telephone			
TV			
Cell Phone			
Cell Phone			
Security			
Magazine			
Magazine			
Newspaper			
Club Membership			
Other:			
Other:			
Other:			
Other:			

Bank Accounts

Account Type	Institution	Owner	Account #

Investment Accounts

Account Type	Institution	Owner	Account #

Pension Plans

Account Type	Institution	Owner	Account #

Fixed Assets

Account Type	Institution	Owner	Account #

Liabilities

Type	Institution	Owner	Account #

Insurance

Type	Institution	Owner	Account #

Professional Advisors

Type	Name	Phone Number
Financial		
Investment		
Insurance		
Physician		
Lawyer		
Accountant		

Business

Business Name:	
Address:	
Nature of Business:	
Type of Business:	
Ownership %:	
Other owners/Partners:	
Buy-Sell Agreement:	
Key Person Insurance:	

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

