

# LIVING LEDGER

## A Compilation of Vital Personal Information

University of Wisconsin – Madison

Retirement Association

2007

# An Introductory Glimpse

- To the **LIVING LEDGER**

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# Preamble

- The Committee on Financial Matters in Retirement & Committee on Retirement Challenges have offered timely topics related to our physical and financial health.
- The idea developed for distilling some of the lectures and discussion into a manual dedicated to compiling essential information for UW members

# Purpose

- The **LIVING LEDGER** provides a set of forms on which UW faculty & staff, their spouses, partners and families can record:
- Personal & Legal information,
- Financial Information,
- Health Care Information, and
- Funeral & Memorial Services

# Cautionary Statement

- This set of materials is not LEGAL advice.
- It assists you, your appointed agents and your survivors decide what and when professional advice is needed.
- It is designed to help in understanding that advice and points out some available options, resources, and steps that may **or must** be taken.

# I. Contact Information

- A. Personal Information
- B. Spouse/Partner Information
- C. Powers of Attorney
- D. Appointed, Legal & Medical contacts
- E. Bank, Credit Union and Financial Contacts
- F. Organizations to Contact Promptly upon Incapacity, Disability or Death



# Contact Information – Personal Examples

- Name of Member, Date of Birth, Social Security #, and Address.
- Date of Marriage.
- Children's Names, Birth Dates, Address & Telephone #s.
- Emergency Contact Persons, Relationships & Telephone #s.

## II. Location of Documents

- A. Personal
- B. Legal
- C. Bank, Credit Union, and Financial Org.
- D. Investment, Insurance & Safe Deposit
- E. Investment
- F. Real Estate and Automobile
- G. UW Retirement Benefits & Other documents

# Location of Documents

## Examples

- Where are your personal & legal documents kept?
- Birth/Adoption, Marriage, Divorce, & Citizenship papers.
- Will/Revocable Trust & Martial Property Agreement.
- Financial Power of Attorney & Power of Attorney for Health Care.

# III. Financial Asset Documentation

- A. Bank & Credit Union Accounts
- B. UW Retirement Plans
- C. Other Retirement Plans
- D. Managed Investment Accounts
- E. Equity Investments
- F. Bond Investments
- G. Mutual Fund Investments

# III. Financial Asset Documentation (Contd.)

H. Real Estate

I. Notes and Loans

J. Life Insurance

K. Long-Term Care Insurance

L. Annuities

M. Businesses

N. Partnerships

# III. Financial Asset Documentation (Contd.)

O. Tangible Assets

P. Credit and Debit Cards

Q. Other Property

R. Revocable Trusts

S. Irrevocable Trusts

# IV. Health Care Documents

- Advance Directives & Medical Authorizations
- Health Care Information
- Medical Record Information
- Information Regarding Advance Directives

# Financial Assets & Health Care Documents: Examples

- Checking & Savings Account #s.
- Managed Investment A/C Info., Brokerage Firm(s). Stocks, Bonds & Mutual Funds.
- Power of Attorney for Health Care, Declaration to Physicians (Living Will) & Auth. for Release of Med. Info.(HIPAA).
- Medications & Allergies.



# V. Organ, Tissue & Body Donations

- A. Organ & Tissue Donations Information
- B. Body Donations Contact

# VI. Funeral & Memorial Instructions/Guidelines

- A. Funeral or Memorial Services
- B. Final Arrangements

# Body Donations & Memorial Services: Examples

- Organ Donation noted on Driver's License.
- Body Donation: List Institutions & Tel#s.
- Funeral Contacts: Church, Synagogue, Mosque, etc.
- Type of Memorial and Visitation Services Information.

# Appendix A

## Other Contact Information

- A. Insurance Companies
- B. Tax Sheltered Annuities Companies
- C. Government Information Sources
- D. Veterans Retirement and Benefits
- E. Other Organizations

# Appendix B

## Selected Reference Materials

- A. Personal & Financial
- B. Health
- C. Advance Directives
- D. Security & Identity Theft
- E. Other References
- F. A Sample Obituary

# Appendix C

## Frequently Asked Questions

- What is the Living Ledger?
- Why do I need it?
- Who should fill it out besides me?
- What are advance directives?
- What is a power of attorney for health care?

# Appendix C

## FAQ (Contd.)

- What is a Living Will(also known in WI. as a Declaration to Physicians)?
- What is the difference between power of attorney for health care & living will?
- What should I do with the Living Ledger CD?

# Frequently Asked Questions

## Examples

- What is the Living Ledger?
- To assist UW Faculty, Staff & Their Family Members to compile & maintain an ongoing record of vital personal, financial & health information.



# Frequently Asked Questions

## Examples

- Why do I need it?
- The Living Ledger serves as a central source of information for managing critical personal, health and financial matters.

# Appendix D

## Credits

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- Joan A. Burke, President, First Business Trust & Investments.
- Karen P. Goebel, Prof. & Ext. Specialist, Cons. Sc., Human Ecology, UW-Madison.
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# Appendix D

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# Appendix D

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# Appendix D

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# Attachments

- A Gift to Your Family, Consumer Guide, State Bar of Wisconsin
- The LIVING LEDGER CD
- Identity Theft, Outsmarting The Crooks, U.S. Dept. of The Treasury DVD ?