

The 100 List: Important Documents

Documenting assets and key information is important to any transition. Complete this list of (almost) 100 documents and details for both your personal life and your business. The information can help you identify what is useful. By showing up prepared to share this information, working with your transition team will go so much more smoothly.

Instructions: Go through this list of **personal** and **business** information and gather copies of your documents and other information. For paper documents, for example birth certificates, make copies and note the location of each original document for future access. Review the instructional video for more tips.

A note about security: A great deal of private information is included here. Learn about how and where to store this data to make it most secure, both on paper and in digital format. Never send personal information through email. Always share it through a secure portal (or encrypted email if you have access to that).

No.	PERSONAL RECORDS	Important Information	Notes
1	Current Banking Account Records (Checking, Savings, Investments, Loans, etc.)		
2	Safety Deposit Box or Other Offsite Storage Securing Information		
3	Safes & File Cabinets		
4	Titles (Homes/Property/Parcels, Vehicles, Equipment, Mineral Rights, etc.)		
5	Stock Certificates (Domestic Water, Irrigation Shares/Decrees, Business Stock)		
6	Deposits & Prepaids for Goods & Services with Contact Info for Party Holding These Assets		

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7	Capital Credit Documentation (REA's, RTA's, Farm or Other Co-Ops, etc.)		
8	Detailed Personal Asset Listings		
9	Information on all Foreign Holdings		
10	Financial Budgets - Current and Future Years Showing Monthly Expenses and Income		
11	Insurance Policies & Plans (Auto, Health, Long Term Care, Life / AD & D, Disability, Dental, Vision, etc.)		
12	Tax Returns (Last 3 years' Federal and for each state you file returns)		
13	Birth Certificates, Pre-Nuptial Agreement(s), Marriage and/or Divorce Decrees, Child Support and/or Alimony		
14	Agreements & Covenants (Handshake, Written and Verbal)		
15	Social Security Card		
16	Medicare and/or Medicaid Card(s), Health Care Plans		
17	If a Veteran: Certificate of Release or Discharge from Active Duty (DD214)		

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18	If a Veteran: Documentation on Service Connected Disability		
19	If a Veteran: Documentation on Military Life Insurance and Beneficiary(ies)		
20	If a Veteran: Military ID Card if Retired or Medically Disabled		
21	If a Veteran: Disability Compensation Statement (if applicable) Updated Annually		
22	If a Veteran: If Retired, Annual Compensation Statement for the Coming Year		
23	Retirement Plan Info (SSA, 401(K)'s 403(B)'s, IRA's (including Roth Plans), Railroad, Military, OPM		
24	SEP's, ESOP, Defined Benefit Contribution Plan Info		
25	Deferred Compensation Plan Information		
26	Annuity Information		
27	Debt Records (Mortgages, Notes Payable, Vehicle & Equipment Loans, Credit Cards, Charge Accounts, etc.)		

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28	Estate(s), Will(s), and/or Trust(s) for Which You Are a Maker		
29	Estate(s), Will(s), and/or Trust(s) for Which You Are a Beneficiary		
30	Advanced Medical Directive		
31	An extra set of keys to all personal vehicles, equipment, cabinets, storage boxes, etc.		
32	Other		
33	Other		
34	Other		
35	Other		
36	Other		
37	Other		
38	Other		
39	Other		

No.	BUSINESS RECORDS	Important Information	Notes
40	Current Banking Account Records (Checking, Savings, Investments, Loans, etc.)		
41	Safety Deposit Box or Other Offsite Storage Securing Information		

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42	Safes, File Cabinets (Location, Keys, Combinations) Label each key explaining what it unlocks, where the item is located and make sure the key works! Fingerprint secured locks can be a problem.		
43	Titles to Property (Land, Vehicles, Equipment, Mineral Rights, Buildings etc.) and Basis (Amount Paid to Purchase/Improve/Materially Maintain an Asset)		
44	Proof of Business Assets (Titles, Proof of Purchase for Items on Tax Returns, Real Estate, Intangible Licenses (TTB, CCB, OLCC, Oregon Tilth, Accommodations, USDA Registrations, Labeling Licenses & Applications), Breed Certificates for Registered Livestock, etc. A description of lineage is helpful.		
45	Stock Certificates (Business, Land, Mineral Rights, Water (Domestic/Irrigation, Business Stock)		

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46	Prepaid Purchases & Deposits Documents (Goods & Services) With Contact Information of Holder		
47	Power of Attorney Form(s) - Specific Purpose or General With Contact Info for Name Designees		
48	Documentation of Capital Credits (Agricultural Co-Ops, & REA's, RTA's, etc.) Include who is Entitled to Credit Payouts		
49	Information on Foreign Holdings		
50	Budgets - Current and Future Years Showing Monthly Expenses and Income		
51	Financial Statements (3 years) - For Each Business Entity (Profit & Loss, Balance Sheet, Cash Flow) Accounts Payable, Accounts Receivable, Inventory		
52	Insurance Policies (General, Product, Equipment, Vehicle, Umbrella, D & O, E & O, Health, Life, AD & D, Key Man, Dental, Vision, Disability, etc.)		

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53	Tax Returns (Last 3 years Federal & States Where all Schedules or Returns Were Filed) With Depreciation Register Showing All Assets		
54	Federal Tax ID's for all Business Entities with Detailed Ownership Information		
55	State ID's (Secretary of State Registry # for all Entities and DBA's, BIN #, etc.) With Renewal Dates and State of Registry for Each		
56	Trademarks, Patents and Other Intangible Asset Information		
57	Website Admin info for URL's, including FTP Keys and the Administrator Contact or Info		
58	Suspense File for Key Dates (Basically a Reminder File for Renewals and Key Activity Dates)		
59	Business User ID's and Passwords for all Software Applications & Licenses (phones, computers, e-mails, investments, banking, etc.).		

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60	Oregon Business Registry Account Access Information (or Information for Other States' Logins)		
61	E-Verify for Employment through SSA User ID and Password		
62	EFTPS Login and ID's for Federal Tax Deposits		
63	OTTER Login for State Tax Deposits in Oregon, Revenue On-Line for Oregon and Other Information. If more than one state, this applies to all states the business operates (possibly sales/use or heavy vehicle taxes, etc.).		
64	Payroll and Vendor Payment and Processor Information for Electronic Payments & Submissions		
65	Debt Agreement Paperwork (Mortgages, Loans, Notes, Lines of Credit, Credit Cards, Charge / Trade Accounts/ Leases, etc.)		
66	Debt Amortization Schedules		

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67	Key Contacts for Members of Transition Team (Accountants, Attorneys, Appraisers, Customers, Vendors, Bankers, Realtors, etc.)		
68	Other Contacts & Agreements (employment, Buy/Sell, Commodity, Rental/Leases, Other Business Agreements)		
69	Information on Inventory (Both On-Site at a Business Location(s) and Off-Site and Consignments)		
70	Employee Manuals		
71	Retirement Plan Info (401(K)'s, SEPs, Defined Benefit Contribution Plans, etc.)		
72	Employment Agreements for Current Employees or Previous Employees Which Are Active		
73	Crop Rotation & Planting Information		
74	Business Documents (Articles of Incorporation, By-Laws, Employment, Minutes of Meetings, etc.)		
75	Breeding Information, Registries, Certificates		
76	Information on Hybrid Crops Produced, Recipes for Products		

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77	Operating Manuals		
78	Financial Manuals		
79	Emergency Plan		
80	Existing Plans for Transition, Steps Taken to-Date		
81	Information on Pending / Existing Litigation		
82	Information on Possibilities for Each Business Venture		
83	Information on Limitations, Concerns on Each Business Venture		
84	List of Key Team Members in the Transition /Exit Complete Contact Information		
85	Detail of Key Concerns Regarding Transition, Steps to Mitigate Issues and Other Important Matters		
86	Other		
87	Other		
88	Other		
89	Other		
90	Other		
91	Other		
92	Other		
93	Other		
94	Other		
95	Other		
96	Other		
97	Other		
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