

## Military Deployment Checklist

#### **Getting Started**

Deployments can come when you least expect, so better safe than sorry. Here are some of the essential documents, accounts, and types of information you should organize and share with the people you love. This checklist includes the following:

- Important Contacts
- Official Documents
- Identification
- Insurance Information
- Financial Accounts & Benefits
- Property, Utility, and Assets
- Digital Services & Accounts
- Funeral & Legacy Preferences

#### Remember

<u>Create an Everplan</u> to easily and securely update and share this vital info with the people you love and trust.



IMPORTANT CONTAC	TS			
Emergency (personal)	me/Info:			
Emergency MGMT Rep.	Name/Info:         Name/Info:         Name/Info:         Name/Info:			
Doctor				
Financial/Accountant				
☐ Insurance Agent				
Other				
OFFICIAL DOCUMENT	rS			
Advance Directive	Location:			
Power Of Attorney	Location:			
Name of POA:				
Will	Location:			
Executor/Guardian(s):				
Other (Example: TDY/PCS	orders, Trusts)			
IDENTIFICATION / VITA	AL DOCUMENTS			
Birth Certificate/Adoption	Records Location:			
Social Security Card	Location:			
Marriage Certificate	Location:			
Citizenship Documentation	n Location:			
Armed Forces ID	Location/Exp. Date:			
Driver's License	Location/Exp. Date:			
Passport	Location/Exp. Date:			
Other (Example: State ID	card, Divorce Decree/Settlement Info):			



### **INSURANCE INFO** Review the following policies and make sure they provide enough coverage and are up-to-date. Life Insurance Policy Provider/Location: Payment Method: Tricare Acct #: Other Health Insurance Provider/Acct #: Payment Method: Provider/Acct #: Car Insurance Payment Method: Home/Renters Insurance Provider/Acct #: Payment Method: Other Insurance Policies (Example: Long-Term Care, Disability, Disaster, Umbrella, Personal Articles): BANK ACCOUNTS / MORTGAGE / LOANS / INVESTMENTS Have a recent statement for each account, location of related items (example: checkbooks, passbooks), and account/login info for online management. Checking Bank/Last 4 Digits: Savings Bank/Last 4 Digits: Mortgage Info Bank/Acct #: Bank/Acct #: Loans Investments (Retirement) Type: Investments (Other) Type: Other (Example: Safe Deposit Box, Debit Card, Promissory Note): **BENEFITS** DEERS (Defense Eligibility Enrollment Reporting System) Information:



**CREDIT CARDS** 

Have a recent statement fo	or each accoun	t and login/password for	online management		
American Express	Last 4 Digits	s:	Exp. Date:		
Discover	Last 4 Digits	s:	Exp. Date:		
Mastercard Last 4 Di		s: l	Exp. Date:		
☐ Visa	Last 4 Digits	s:	Exp. Date:		
Other:					
PROPERTY DEEDS	5 / TITLES				
Real Estate (Owned)		Location:			
Real Estate (Rented/Leased)					
Automobile		Location:			
Other Vehicles (Moto	orcycle, Boat,	etc.):			
UNLOCKING ELEC	TRONICS /	SECURITY SETTII	NGS		
Ensure someone you trust	knows how to	access the following.			
Mobile Phone		Computer(s)	Tablet		
☐ Home Security System		Password Manager	☐ Wi-Fi	☐ Wi-Fi	
Other (GPS, Electron	ic Safe, etc.):				



#### AROUND THE HOUSE Make sure all utilities, services, and vendors are in order while you're gone. Mobile Phone Provider/Acct #: Cable/Internet/Home Provider/Acct #: | Electricity/Gas/Oil Provider/Acct #: Garbage Removal Contact Info: Landscaping Contact Info: Cleaning Service Contact Info: Plumber Contact Info: Exterminator Contact Info: Electrician Contact Info: Home Security Contact Info/Acct # Other (Example: Home Phone, Septic, Water, Newspaper/Magazine subscriptions, etc.) DIGITAL ACCOUNTS / SERVICES Identify all of the following digital accounts and services you use and how someone you trust can gain access if required. (Password managers are really handy in this situation.) Email Entertainment (Video/Music/Gaming) Cloud Storage Food / Delivery Health / Medical (Medication) Messaging / Voice-over-IP Money Management Shopping Social Media Software Licenses Travel / Ticketing Web Hosting / Blogging Other (Example: Photography, Organization, Productivity, etc.):



MISCELLANEOUS IMPORTANT ITEMS

# Make sure each of these is cared for, suspended while you're gone, or in a secure location. Pets (Vet, Diet, Guardian, Insurance) Memberships (Gym, Shooting Range) ☐ Valuables (coins, memorabilia, weapons) ☐ Other: LEGACY / AFTER I'M GONE Decide among: Burial / Cremation / Donation Funeral / Memorial Preferences Contracts / Pre-Paid Arrangements (Example: cemetery plot information) Obituary Preferences and Info, which typically includes: o Date/place of birth: o Parent's names: o Education (schools/degrees): Military (honors/achievements): \_\_\_\_\_\_\_ Employment (titles/achievements): o Affiliations (religious, cultural, civic): o Special accomplishments: o Hobbies and Interests: Letters For Family/Friends (list names of people you want to write a personal letter)



#### **NOTES & PERSONAL THOUGHTS**

Use this section for any important information, personal thoughts, or anything we may have missed. Remember, you can do this all online. Create an Everplan so this info, along with much more, is neatly organized, securely stored, and easy to share with the people you care about most.							
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