

# Emergency Financial Preparedness Checklist

Having all your documents together can save you time, stress and money in an emergency. If you need to claim disaster assistance, you might need to provide documents that prove your identity, housing situation and personal finances. Additionally, your paperwork and documents can help you be sure every member of your household – even the four-legged ones – are accounted for with all of their information on file.

Use this document to check that you aren't missing any documents you might need in the future. Then, keep your documents together in a safe place where you can access it if and when you need it.

## Personal identification

- Driver's license/ state ID copy
- Birth certificate
- Marriage license
- Divorce decree
- Guardianship documents
- Passport/green card
- Military ID
- Military discharge records
- Adoption decree
- Social Security card
- Child ID cards
- Pet ID tags
- Pet microchip information
- Power of attorney

## Financial statements and documents

The Federal Emergency Management Agency recommends keeping a copy of payment agreements, tax returns and pay stubs to keep track of the names and contact information for financial institutions, agencies and other organizations with whom you have a financial relationship. These could be critical in case you need to pause or adjust your payments. Here are some examples of documents you might want to keep in your emergency financial kit.

- Lease/rental agreement
- Mortgage/real estate deed
- Mortgage insurance
- HELOC/mortgage documents
- Appraisals for jewelry and other valuables
- Alimony/child support agreement
- Elder care payment agreement
- Credit union/bank statements
- Utility bills
- Copy of trust documents
- Vehicle loan agreement
- Student loan agreement
- Previous tax return
- Property tax statement
- Recent pay stubs
- 401k/investment statements

# Emergency Financial Contacts

## Emergency Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Works at: \_\_\_\_\_

## Credit Card Information

Card issuer: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Type of card  
 Mastercard     American Express  
 Visa             Discover     Other: \_\_\_\_\_

## Financial Institution

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Accounts I have here:  
 Checking     Auto loan     Credit card  
 Saving        Mortgage     Other: \_\_\_\_\_

## Financial Institution

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Accounts I have here:  
 Checking     Auto loan     Credit card  
 Saving        Mortgage     Other: \_\_\_\_\_

## Renter's/Homeowner's Insurance

Insurance company: \_\_\_\_\_  
Policy holder: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy #: \_\_\_\_\_  
Website: \_\_\_\_\_

## Auto Insurance

Insurance company: \_\_\_\_\_  
Policy holder: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy #: \_\_\_\_\_  
Website: \_\_\_\_\_

## Government Resources

U.S. Department of Homeland Security  
[www.ready.gov/financial-preparedness](http://www.ready.gov/financial-preparedness)  
Disaster assistance: 1 (800) 621-FEMA

County of Hawaii Civil Defense Agency  
[www.hawaiicounty.gov/departments/civil-defense](http://www.hawaiicounty.gov/departments/civil-defense)  
(808) 935-0031

Hawaii Emergency Management Agency  
[dod.hawaii.gov/hiema/](http://dod.hawaii.gov/hiema/)  
(808) 733-4300