

**GET YOUR AFFAIRS IN
ORDER**
(Before it is too late)

CLARIFY YOUR INTENTIONS

A practical guidebook to help you:

- record all your important personal information
- specify what you want for your own funeral

SAMPLE

SECTION 1

PERSONAL INFORMATION

This section is designed to make it easy for you to capture all your important, personal information in one place. You'll find it isn't a quick process, as some information may take a while to find and then record. We recommend you read the entire document first so you get an overview of what's needed. Then, start here at the beginning and work your way systematically through the boxes. You can ignore the sections that don't apply and complete only what is relevant.

Full Legal Name (Given, middle and family names – include any other official names you have had, if applicable)	Physical Address	Personal Contact Info
		Tel: Mobile: Email:
Occupation	Postal Address	

Next of Kin	Location	Contact Details
1.		
2.		
3.		
4.		
5.		
6.		

Birth Certificates	Location	
Own Original Birth Certificate		
Own Re-issued Birth Certificate (such as after a deed poll name change)		
Mother's Birth/Death Certificate		
Father's Birth/Death Certificate		

Marriage/Divorce Certificates	Location	
First Marriage Certificate		
Second Marriage Certificate		
Third Marriage Certificate		
Divorce Certificate(s)		

Body Organ Donor		Location
1. I am a body organ donor .	Yes/No	
2. I have made formal arrangements for this and have the documentation.	Yes/No	
3. I have told my relatives.	Yes/No	

Military Service (List the service you joined, such as NZ Navy or NZ Army)	Service Start/Finish	Service Number(s)/ Rank/Medals
1.	To from	
2.	To from	

Inland Revenue	IRD Number	

Key Suppliers (for example, utilities such as power and gas)		Customer Number

DIGITAL ASSETS

Digital assets are any accounts you open online. At the time of writing this guidebook, Facebook has forms available to help people close accounts; the person closing your account will need a copy of the death certificate. LinkedIn requires verification of death, such as a death notice. Twitter requires a formal request from an estate executor or a verified immediate family member, plus a link to a public obituary or a certified copy of a death certificate. YouTube requires a death certificate or a power of attorney document, and details of the person closing the account.

Your relatives will need to get several certified copies of your death certificate to close down various accounts and services on your behalf. They will also need to get back the certified copies of the death certificate from the services, once the accounts have been closed. Online financial accounts, such as banking and brokerage, are 'physical' assets, not digital assets.

You may also want to consider leaving a digital legacy, which could be as simple as having a memorial page on Facebook through to keeping all your digital content (shared photographs, blogs, tweets, entries on Facebook) stored and available for posterity.

Digital Assets	Provider	Logins/Passwords/ Expiry Dates
Email Accounts: 1. 2. 3. 4.		
PC/Laptop		

Mobile		
iPad		
Electronic Reader		
Other Devices		
PayPal Account		
Facebook		
LinkedIn		
Twitter		
YouTube		
Skype		
Tumblr		
Instagram		
Website(s)		
Domain Name(s) 1. 2. 3. 4.		
Data Storage Sites ('the Cloud') 1. 2. 3. 4.		
Other (for example internet music and films) 1. 2. 3. 4.		