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Your V.I.P.'s Very Important Papers

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V.I.P.'s are you *Very Important Papers*.

Can you put your fingertips on your paid bills?

Yes _____ No _____

Do you know where your car title is located?

Yes _____ No _____

If you lost your billfold, could you list all the cards and documents that were in your billfold?

Yes _____ No _____

Do you know where your insurance policies are?

Yes _____ No _____

What about marriage and birth certificates? Yes _____ No _____

If someone from the Federal Income Tax office asked to see your receipts, cancelled checks, and other records to clear your tax return, could you locate them? Yes _____ No _____

If you can answer a solid yes to the above questions, and you know where other important records are, you have a good system for keeping your V.I.P.'s.

Record keeping begins when your birth is recorded and becomes a serious matter when you become self-supporting. As time goes on, you collect V.I.P.'s that must be kept in a special place.

They can be kept in a certain drawer, an expandable file folder, a metal file box, or even better a safe-deposit box in a bank.

Sample V.I.P.'s

Some V.I.P.'s that you should be able to locate at any given moment are:

- Birth certificates
- Marriage certificates
- Citizenship papers
- Death certificates
- Divorce decrees

- Military discharge papers
- Wills
- Social Security cards
- Cancelled checks
- Insurance policies
- Car titles and registration certificates
- Guarantees and use-care manuals
- Family health records—for example, children's school shots
- Income records
- Credit contracts
- Paid bills
- Unpaid bills
- Tax records
- Title deeds to real estate
- Employment papers
- Confirmation or baptismal certificates
- Release orders from probation, parole, prison
- Union identification
- List of credit cards and card numbers
- Donated foods identification card or your Authorization to Purchase (ATP) card.
- School and trade certificates/diplomas
- Medicare and Medicaid I.D. cards
- Lease or mortgage on home or apartment
- Receipts for rent
- Family spending plan
- Copies of federal and state income tax returns

Many of these V.I.P.'s will be needed to prove your legal status. If for any reason you misplace the V.I.P.'s, start to get copies. Sometimes the process of getting copies takes a long time. It is best to have the V.I.P.'s on hand before you need them.

It will be helpful to keep a list of community agencies with their addresses and telephone numbers that you can call for help. It can save much time and also saves on nerves.

Keep current bills in a special place with a record of payments.

Every appliance, such as a TV or refrigerator, has a warranty of some sort and a use-care book. Keep these handy, along with any records of repair bills.

Keep you V.I.P.'s updated regularly.

If you have a safe-deposit box, list in a notebook at home all the items in the safe-deposit box.

You are a *very important person* and every V.I.P. has *very important papers*.

V.I.P. Checklist

A sad, helpless, and nervous feeling prevails when important papers are lost or accidentally thrown away.

Go over the list of important papers given below and if you have the item and have it stored in a safe place check "Yes." If you do not know where the important paper is check "No." If some of the items listed do not apply in your family, check "DA."

	Yes	No	Da
Birth certificates	_____	_____	_____
Marriage certificates	_____	_____	_____
Citizenship papers	_____	_____	_____
Death certificates	_____	_____	_____
Divorce decrees	_____	_____	_____
Military discharge papers	_____	_____	_____
Wills	_____	_____	_____
Social Security cards	_____	_____	_____
Cancelled checks	_____	_____	_____
Insurance policies	_____	_____	_____
Car titles & registration	_____	_____	_____
Guarantees and use-care manuals	_____	_____	_____
Family health records	_____	_____	_____
Income records	_____	_____	_____
Credit contracts	_____	_____	_____
Paid bills	_____	_____	_____
Unpaid bills	_____	_____	_____
Tax records	_____	_____	_____
Title deeds to real estate	_____	_____	_____
Employment papers	_____	_____	_____
Confirmation or baptismal certificates	_____	_____	_____
Release orders from probation, parole, prison	_____	_____	_____
Union identification	_____	_____	_____
List of credit cards and card numbers	_____	_____	_____
Donated foods identification card or your	_____	_____	_____
Authorization to Purchase (ATP) card	_____	_____	_____
School and trade certificates/diplomas	_____	_____	_____
Medicare and Medicaid I.D. cards	_____	_____	_____
Lease or mortgage on home or apartment	_____	_____	_____
Receipts for rent	_____	_____	_____
Family spending plan	_____	_____	_____
Copies of federal and state income tax returns	_____	_____	_____

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