Personal Finance Emergency Checklist

Boise State University
Financial Wellness Program

Schedule a “Let’s Talk” One-on-One Session
My Personal Finance Emergency Checklist

The table below should be filled out and kept in a secure place. If you choose to scan it, be sure to plan for security.

### Money and Financial Accounts

- Compose a list of your financial accounts

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account #</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. ICCU</td>
<td>5555555</td>
<td>Monthly Subscriptions</td>
</tr>
</tbody>
</table>

### Documentation

- Take a photo of your driver's license and car insurance card *(store digitally)*
- Take a photo of your educational diplomas and training certifications *(store digitally)*
- Make a list of current prescriptions
  - Rx number, pharmacy, strength, daily dosage, prescribing doctor
- Assemble and protect ownership and obligation documents
  - Mortgages
  - Deeds
  - Titles
  - Lease agreements
  - Insurance policies
    - Photo or video inventory of each room in your home *(store digitally)*.
  - Taxes and validating documents *(W2, 1098T, etc.)*

We recommend that these documents are secured with a password, encrypted, and are stored with a safe and reliable server or platform.

### Passwords

Record and update your passwords and security questions frequently.
# Emergency Cash

*Hold a rational amount of cash on hand (keep in a secure place) in case of emergency. Should be enough to pay for a trip home and cover the cost of food & gasoline for two weeks.*

Amount of cash needed: $_______

## Side Hustle

*Consider taking on a side hustle if you need extra income for priority expenses. Work with an established company. Be aware of an employer offering cash under the table. If you are hurt, you will not have access to workman’s compensation or unemployment insurance.*

Examples may be and are not limited to:

- Food delivery (DoorDash, Postmates, Uber Eats, Grubhub)
- Tutor, test proctor
- Dog walking or pet sitting (ex. Rover, Wag!)
- Upload photos to paid sites (ex. Shutterstock, Foap)

## Prioritize Spending

*Complete the following table, listing spending from most to least important. With an instance of emergency, ensure you can take care of top priorities first, working your way down.*

<table>
<thead>
<tr>
<th>Priority (1-5) *</th>
<th>Amount</th>
<th>Day of Month</th>
<th>Purpose</th>
<th>Paid to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex.</td>
<td>$780</td>
<td>23rd</td>
<td>Housing/Rent</td>
<td>Boise State University</td>
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</tbody>
</table>

*Prioritize housing, food, and utilities (1). Followed by necessary transportation, cell phone internet, and clothing (2). Then list preferences for (3-5).*

Composed by: Andrew Kraus – Financial Wellness Outreach Assistant
Saving for Probable Debt Repayments

Start with listing personal reasons why you feel that saving would help you in the future.

Reason 1: ____________________________________________________________

Reason 2: ____________________________________________________________

Reason 3: ____________________________________________________________

Reasons for savings, but not limited to:

1. Large purchases (ex. car) 2. Living debt-free 3. Unforeseen expenses

Commit to save a portion of EVERY source of income:

I commit to save $____ or ___% from every source of income.

I will sign my name and commit this promise to memory and repeat it when necessary in faith of the benefits involved with saving; to influence my thoughts and actions to become a self-reliant and successful person.

Signature: _______________________

Date: _______________________

Debt Repayments

Continuing to make monthly debt payments

In difficult times:

- Contact your creditor directly to discuss concessions and hardship programs.
- Contact a nonprofit credit counseling agency to discuss repayment plans.
- Meet with a bankruptcy attorney to discuss protecting your home, income or other assets from debt collections.
**Assets**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Purchase Date</th>
<th>Purchase Price</th>
<th>Current Value</th>
<th>Amount Owed</th>
<th>Current Equity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. ’13 Corolla</td>
<td>Jan 2018</td>
<td>$15,000</td>
<td>$8,000</td>
<td>$10,000</td>
<td>-$2,000</td>
</tr>
</tbody>
</table>

*Equity is the current value of the asset minus any amount owed.

**Mentalities for Awareness**

Be aware of hoarding and herding mentalities

- **Hoarding**
  - Stockpiling excessive amounts of food and supplies in a short-period of time that are likely not going to be used or will go bad before use.

- **Herding**
  - Stocking up on necessary supplies and food just because others are doing so.

**Protecting Your Money**

- **Avoid Scams**

  **Tip:** Unless you have initiated contact with a trusted business number, NEVER give out information over the phone.

  Be aware of scammers and fraudsters who pop up everywhere (e-mails, telephone, street corners, social media, etc.)

  - **Phony Philanthropists:**
    - Asking for donations to their new charity or collecting funds on behalf of a major charity.
  
  - **Government Poser:**
    - **Tip:** HANG UP! Government entities never reach out through call, only through mail.
    - Be cautious of and DO NOT share...
      - Social security number
      - Banking account number
      - Name, date of birth, or address

  - **Fake Insurance Claims**
    - Will claim to help you obtain insurance pay out but will ask to confirm information such as policy number, name, and address.

  **Tip:** Reach out to your local bank to learn more tips on how to watch out for scammers.
Emergency Contacts

Keep a list of your emergency contacts handy. You may consider sharing this list with a roommate or best friend in case of emergencies.

☐ Complete table of emergency contacts

<table>
<thead>
<tr>
<th>Name/Company</th>
<th>City/State</th>
<th>Phone #</th>
<th>Description*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. John Peterson</td>
<td>Boise, ID</td>
<td>555-555-5555</td>
<td>Father</td>
</tr>
</tbody>
</table>

*Include parent(s), immediate family members, employer, physician, mental health care providers, pharmacy, daycare provider, and insurance agent.

Congratulations on taking this responsible step toward a healthy relationship with money. By listing financial accounts, forms of income, and expenses/spending you now have an awareness of where you receive, and where you spend money. Keeping your important documents in the same safe space ensures your documents will be accessible when needed. Understanding possible scams and learning how to avoid them is a step in the right direction to protect your information as well as your money. You are now ready for the Financial Fitness Workout.

Decide to take control of your finances by reaching out to our financial wellness team for specialized knowledge to get you where you want to be!

Financial Wellness Program
Financial Wellness Coordinator- Dana Oster
(208) 426-5941

Inspired by: My Personal Finance Emergency Checklist by Money Fit By DRS, Inc.