

[Organization Name]

Knowing the location of key information is critical, especially in the case of an emergency succession.

Each organization will determine which of the following information will be most crucial to document to facilitate access in an emergency succession. In some cases, the information is managed and maintained by staff members other than the ED, and this can be noted as the location.

Please note the locations of the following documents and information whether onsite, offsite, or online URL

Nonprofit Status	
IRS Determination Letter	
IRS Form 1023	
Bylaws	
Mission Statement	
Board Minutes	

Financial Information	
Employer Identification Number (EIN) #:	
Current and previous Form 990s	
Current and prev. audited financial statements	
Financial Statements (if not part of the computer system and regularly backed-up)	
State or District Sales-Tax Exemption Certificate	
Blank Checks	
Computer passwords	
Donor Records	
Funding Schedule	
Client Records	
Vendor Records	
Volunteer Records*	

**Note: Nonprofits that are heavily volunteer-based may wish to document: who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).*

Auditor	
Name:	
Phone Number/Email	

Investments	
Financial Planner(s) / Broker(s)	
Representative(s) Name	
Phone Number(s)	
Email(s)	

Bank	
Name(s)	
Account Numbers	
Line of Credit	
Branch Representative	
Phone Number	
Fax	
Email	
Who is authorized to make stock transfers? Who is authorized to make wire transfers?	
Who are the authorized check signers?	

Attorney	
Name	
Phone Number	
E-mail	

Key Stakeholders Who Should be Notified When Emergency Succession is Implemented (add as needed)	
Name	
Phone Number	
E-mail	
Name	
Phone Number	
E-mail	
Name	
Phone Number	
E-mail	

Human Resources & Payroll	
Employee Records/ Personnel Info Location	
Payroll Company Name	
Payroll Account Number	
Payroll Rep Name	
Payroll Phone Number	
Payroll Email	

Facilities Information	
Building Deed (if own)	
Office Lease (if rent)	

Building Management	
Company Name	
Contact Name	
Phone Number/Email	

Office Security System	
Company Name	
Account Number	
Representative Phone Number/Email	
Broker Phone Number/Email	

Insurance	
General Liability/Commercial Umbrella	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Directors & Officers Liability	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Workers' Compensation	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Retirement Plan	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	

Health Insurance	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Unemployment Insurance	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Disability Insurance (short-term)	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Disability Insurance (long-term)	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Life Insurance	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Dental	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	
Long Term Care	
Company/Underwriter	
Policy Number	
Representative Phone/Email	
Broker Phone /Email	