A1 TAX & BOOKS

Building Financial Confidence

CAREGIVER FINANCIAL GUIDE

A practical guide for helping a loved one stay financially organized, protected, and informed.

For family caregivers, trusted helpers, and individuals assisting with day-to-day financial organization.

1. Helping With Finances

Financial caregiving can range from helping organize paperwork to managing bills under proper legal authority. Start with the least assistance needed and respect the individual's preferences and independence whenever possible.

☐ Organize incoming mail and financial paperwork

☐ Create a list of recurring bills and due dates

☐ Help review bank and credit card statements

☐ Compare medical bills with EOBs

☐ Prepare tax documents for the tax professional

☐ Keep important contacts and document locations organized

☐ Watch for unusual transactions or possible scams

Notes: ____

2. Warning Signs That Help May Be Needed

☐ Unopened or unusually large piles of mail

☐ Late notices or utilities at risk of shutoff

☐ Duplicate or missed payments

☐ Unexplained withdrawals or new transfers

☐ Sudden changes in spending patterns

☐ New 'friends' requesting money

☐ Frequent scam calls or suspicious purchases

☐ Confusion about bills that were previously managed independently

☐ Missing tax, insurance, or medical paperwork

A sudden change in financial habits can have many causes. Approach concerns respectfully and involve appropriate family members or professionals when needed.

3. Organizing Important Documents

Keep originals secure. Use this guide to record where important documents are stored rather than carrying sensitive originals.

☐ Will

☐ Power of Attorney

☐ Advance Healthcare Directive

☐ Insurance Policies

☐ Banking Information

☐ Retirement / Investment Information

☐ Property Deeds / Vehicle Titles

☐ Tax Returns

☐ Medicare / Health Insurance Information

☐ Funeral or Final Wishes

Secure Storage Location:

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Trusted Person Who Knows Location:

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4. Communicating With Family

☐ Identify who is authorized to receive financial information

☐ Agree on how often updates will be shared

☐ Keep clear records of bills paid and money handled

☐ Document significant financial decisions

☐ Avoid sharing sensitive account details in group texts or unsecured email

☐ Respect privacy and only share information with authorized individuals

☐ Schedule family check-ins when responsibilities are shared

Primary Family Contact:

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Other Authorized Contact:

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5. Power of Attorney Basics

A financial power of attorney (POA) is a legal document that may authorize another person—often called an agent—to handle specified financial matters. The exact authority depends on the document and applicable law.

☐ Confirm that a valid POA exists if financial assistance may require legal authority

☐ Know where the original or certified copy is stored

☐ Understand what authority the document grants

☐ Ask banks and other institutions what documentation they require

☐ Keep the individual's money separate from the caregiver's personal funds

☐ Maintain detailed records of transactions handled on another person's behalf

☐ Consult a qualified attorney with legal questions

This guide does not provide legal advice. A caregiver should not sign, transfer, access, or control another person's assets without appropriate authorization.

6. Bill Management

☐ Create a master list of recurring bills

☐ Record due dates and typical amounts

☐ Identify bills on automatic payment

☐ Review statements before payment

☐ Keep confirmation numbers or receipts

☐ Compare medical bills to insurance EOBs

☐ Watch for duplicate charges

☐ Review subscriptions and recurring services periodically

☐ Keep a simple monthly payment log

Bill Management Notes:

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7. Caregiver Financial Checklist

☐ Emergency and trusted contacts are current

☐ Legal authority has been reviewed where needed

☐ Monthly bills are organized

☐ Bank and credit card statements are reviewed

☐ Medical bills are compared with EOBs

☐ Insurance information is current

☐ Tax documents are organized

☐ Important documents are stored securely

☐ Beneficiary information is reviewed by the account owner as appropriate

☐ Scam and fraud warning signs are discussed

☐ Family communication plan is established

☐ Financial records are reviewed regularly

Questions & Next Steps

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Important: This guide is for general educational and organizational purposes only and is not legal, investment, insurance, medical, or individualized tax advice.