



OLIVAR & GREB
CAPITAL MANAGEMENT

The Essential American Expatriate's Checklist

To be prepared for any situation, we have created a comprehensive checklist of the most important documents you need as an American expat living in China.

With all these documents organized in a secure place, you will have full visibility of your situation and be able to get your estate and retirement plan in order.



Identity & Relationships

Identity

- ☐ Passport
- ☐ Driving License
- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ Death Certificate

Relationships

- ☐ Marriage Certificates
- ☐ Divorce Decrees
- ☐ Pet Guardian

Important Contacts

- ☐ Lawyer
- ☐ Investment Advisor
- ☐ Doctor
- ☐ Accountant
- ☐ Insurance Agent

Healthcare

Automatically Renewing Medications

- ☐ Names of medications
- ☐ Name of pharmacy where medications are renewed
- ☐ Name of doctor who prescribed medication

Advanced Directive

- ☐ Living Will
- ☐ Health Care Proxy

Insurance

- ☐ Life Insurance
- ☐ Health Insurance
- ☐ Home Insurance (Ayi)
- ☐ US-based Property Insurances

Financial

Pension Plans and Retirement Benefit Information

- ☐ 401(K) Or 403(B) Plans
- ☐ IRAs
- ☐ Roth IRAs
- ☐ Simplified Employee Pension (SEP) Plan
- ☐ Salary Reduction Simplified Employee Pension (SARSEP) Plan

Credit & Debit Cards

- ☐ No International Fee Credit Card
 - ☐ Card Details
 - ☐ Recent Account Statements
- ☐ US Debit Card Pin
- ☐ China Debit Card Pin

Tax Returns

- ☐ Most Recent W-2 Forms or Federal Self-Employment Tax Return
- ☐ Income Tax Returns for current and previous year
 - ☐ Including 1040s And 1099s
- ☐ Gift Tax Returns

Mortgage or Loans (US/China Based)

- ☐ Company through which the mortgage or loan was given
- ☐ Copy of the mortgage or loan agreement

Bank Account Details

- ☐ Checking Account (China-based)
- ☐ Checking/Savings Account (US-based)
- ☐ Alipay Login
- ☐ Wechat Login

Investment Accounts

- ☐ China-friendly Brokerage (Interactive Brokers, Charles Schwab)
 - ☐ Username and password for online access
- ☐ 529 College Savings

Legal

Will

- ☐ Copy of the Will
- ☐ Copies of previous versions of the Will
- ☐ Contact details of Attorney or Law Firm that created your Will

Power of Attorney

- ☐ Name of person appointed to Power of Attorney
- ☐ Power of Attorney Documentation
- ☐ Name of Attorney or Law Firm that helped create the PoA, if applicable

Trusts

- ☐ Declarations of Trust or Trust Agreements
- ☐ Name of Attorney or Law Firm that created the Trust
- ☐ Bank Accounts associated with the Trust

Employment

- ☐ Work Permit/Visa
- ☐ Employment Contract

Home & Property

Household

- ☐ Rent Contract (including deposit info)
- ☐ Residence Document from Police Station
- ☐ Expenses
 - ☐ Electricity
 - ☐ Gas
 - ☐ Water
 - ☐ Phone
 - ☐ Cable
 - ☐ Internet
 - ☐ Ayi

Titles or Deeds

- ☐ Real Estate
- ☐ Motor Vehicles and Boats

Safeguards

- ☐ Hard Drives

Emergency Contacts

- | | |
|---|--------------|
| <input type="checkbox"/> Police | 110 |
| <input type="checkbox"/> Ambulance | 120 |
| <input type="checkbox"/> Fire | 119 |
| <input type="checkbox"/> Traffic Accidents | 122 |
| <input type="checkbox"/> Lifeline (Mental Health Services) | 400 821 1215 |

Scanned Copies

- ☐ Passport
- ☐ Work Permit/Visa
- ☐ Residence Document from Police Station
- ☐ Home Rent Contract

Digital

Online Businesses Logins

- ☐ Taobao
- ☐ Tmall
- ☐ Eleme
- ☐ Mobike/Ofo/Hellobike
- ☐ Meituan
- ☐ Amazon
- ☐ Paypal

Email

- ☐ Gmail
- ☐ Hotmail
- ☐ Yahoo! Mail
- ☐ Outlook

Social Media Logins

- ☐ Wechat
- ☐ Douyin
- ☐ LinkedIn

Cloud Storage

- ☐ Nihao
- ☐ Weiyun