



PLAN. PREPARE. PREVAIL.

A Disaster Financial Readiness & Recovery Blueprint

Your business should be prepared for when disasters strike. Complete this financial reference form and store it in a secure location, in a home safe or with a trusted source.

Visit KANSASCITYFED.ORG/PLANPREPAREPREVAIL to find additional resources to help you prepare for a disaster.

BANK ACCOUNTS:

Bank	Phone Number	Routing Number
	Checking Account	Savings Account
Bank	Phone Number	Routing Number
	Checking Account	Savings Account

OTHER FINANCIAL ACCOUNTS:

Institution	Phone Number	Account Number
Institution 1		
Institution 2		
Institution 3		
Institution 4		

INSURANCE POLICIES:

	Phone Number	Account Number	Deductible
Business 1			
Business 2			
Medical			
Dental			
Auto			
Other			

Tip: These insurance policies should be reviewed annually or as your circumstances change.

LOANS AND CREDIT:

	Phone Number	Account Number
Business Loan 1		
Business Loan 2		
Business Line of Credit		
Equipment Loan		
Auto Loan 1		
Auto Loan 2		
Credit Card 1		
Credit Card 2		
Other		

BUILDING/OFFICE INFORMATION:

	Phone Number	Account Number
Lease/Landlord		
Equipment Rental		
Business Maintenance		
Other		
Other		

UTILITIES:

	Phone Number	Account Number
Phone/Cell		
Electricity		
Water		
Cable/Internet		
Other		
Other		

EMERGENCY CONTACTS:

Name	Phone Number	Email	Address

EMPLOYEE CONTACTS:

Name	Phone Number	Email	Address

VENDOR CONTACTS:

Name	Phone Number	Email	Address

KEY CLIENTS:

Name	Phone Number	Email	Address

IRREPLACABLE ITEMS TO TAKE DURING EVACUATION:

Keep copies of this form, inventory of equipment and other assets, and important documents together to easily grab if needed with a second copy in a secure location, such as a safe deposit box or with a trusted source off-site.

Congratulations! You've taken the first step in preparing your financials in case of a disaster. To learn more on how to be financially prepared visit our website at:

www.kansascityfed.org/planprepareprevail



FEDERAL RESERVE BANK of KANSAS CITY