

GEICO's Pre-Deployment Checklist

GEICO has a rich history of serving the Military for over 75 years. This pre-deployment checklist incorporates items we have recognized as important to you, the men and women who proudly serve our country. Use this as a guide for preparing yourself and your family for an upcoming deployment, and be sure to take full advantage of the support services provided by your command and base.

Legal Matters

- ☐ Consider giving Power of Attorney to someone that you trust to handle your affairs while you are deployed
 - ☐ Contact your base legal office for information on types of Power of Attorneys and advice on which one you should use
 - ☐ Contact your base legal office to assist you with updating or creating your will
 - ☐ Consider establishing a joint account with your spouse so they can more easily pay bills, buy groceries, and take care of finances
 - ☐ Review your current life insurance coverage
 - ☐ Confirm your SGLI beneficiaries and update if necessary
 - ☐ If you are currently renting and need to cancel a lease agreement, notify your property management company of your upcoming deployment
 - ☐ Understand your rights under the Servicemembers Civil Relief Act (SCRA)
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Legal Documents

Keeping copies of the following legal documents together and in a secure place will help your family handle certain legal issues that may arise:

- ☐ Will
- ☐ Power of Attorney
- ☐ Insurance policies (Life, Health, Home, Vehicle, Flood)
- ☐ Tax Records
- ☐ Court orders (child support and custody documents, divorce paperwork, etc)
- ☐ Social Security cards of each family member

- ☐ Birth certificates of each family member
 - ☐ Marriage license
 - ☐ Passports/Visas
 - ☐ Citizenship/Naturalization paperwork
 - ☐ Medical and dental records of each family member
 - ☐ Vehicle titles, registrations, and inspection information
 - ☐ Copy of your most recent LES
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Personal Property Matters

- ☐ Notify your homeowners insurance company if your home will be vacant during your deployment
 - ☐ Notify your renters insurance company if you are storing your belongings in a storage facility
 - ☐ Inventory and photograph your personal property for insurance purposes
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Home Maintenance

- ☐ Cancel any unnecessary utilities, phone services, cable, etc.
 - ☐ Replace all smoke detector batteries
 - ☐ Change air conditioning and heating system filters
 - ☐ Check and replace any fuses in your fuse panel if necessary
 - ☐ Make sure your spouse or significant other knows how to check fuses and circuit breakers
 - ☐ Make sure your spouse or significant other knows how to turn off your water heater, water pump, furnace, and any other major household systems
 - ☐ Make any repairs or complete any maintenance that may need to be done prior to deploying
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Auto Matters

- ☐ If your vehicles will not be driven, contact GEICO to place your car or motorcycle into a Storage Protection Plan
 - ☐ Check your insurance ID cards to make sure you have the most recent copy and keep a copy of up to date ID cards in your vehicle
 - ☐ Ensure that maintenance records are up to date and kept in the vehicle
 - ☐ Complete any necessary vehicle maintenance (i.e. oil changes, transmission flushes, tires rotated, etc)
 - ☐ Make sure the spare keys to your vehicle are kept in a safe place
 - ☐ Keep an emergency roadside kit in vehicle
 - ☐ Add Emergency Road Service coverage to your insurance policy
 - ☐ Keep Emergency Road Service cards in the vehicle
 - ☐ Call GEICO and give 3rd party authorization to a trusted individual to take care of your insurance matters while you are deployed
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Financial Matters

- ☐ Notify your credit card companies that you will be deployed
 - ☐ Create a record of accounts with account information and bill due dates - maintain in a secure place for whoever is taking responsibility for bill payments
 - ☐ Set up automatic payments – have your bills paid on time automatically
 - ☐ Ensure your automatic payment account information is up to date including card numbers and expiration dates so payments can continue
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Family Matters

- ☐ Update your Emergency Data Form (“Page Two”) with your family’s most current contact information
- ☐ Ensure ID cards are current for your dependants and will not expire during your deployment
- ☐ Make sure your spouse has all necessary Tricare and dental plan information
- ☐ Create a memory book with your family (family photos, mementos, etc)

- ☐ Make a personal bag to bring on deployment that includes pictures of loved ones and mementos from home
 - ☐ Record a birthday greeting for your child or spouse if they will be celebrating their birthday while you are deployed
 - ☐ Look into international calling plans for your home and cell phones to help maintain contact with your family
 - ☐ Familiarize yourself and your spouse with the various options for internet chatting (i.e. Skype, Facebook chat functions, etc)
 - ☐ Check out GEICO Privileges for discounts at 1-800-Flowers, FTD Florists, and many more
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Miscellaneous

- ☐ Enroll in Paperless Policy and Paperless Billing options for easy access to policy documents
 - ☐ Create list of any computer or banking passwords your spouse or significant other may need to access
 - ☐ Create a list of important phone numbers and email addresses to bring with you on deployment
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Contact Numbers:

Tricare:

Dental:

Local Hospital:

Doctor:

Dentist:

Ombudsman:

Red Cross:

Electric Company:

Water Company:

Sanitation:

Housing:

Relatives:

Bank/Credit Union:

Schools:

Electrician:

Plumber:

MWR:

Veterinarian:

GEICO Service Center:

Notes: