Required Document Checklist

Note: Please provide photocopies of the following documents rather than originals.

Taking a few minutes to gather the following documents will maximize the value of our time together and ensure the most comprehensive and accurate financial plan for you.

- ☐ **Most recent investment statements**
  - ☐ Mutual funds
  - ☐ Annuities
  - ☐ Retirement accounts
  - ☐ Brokerage accounts
- ☐ **Benefits booklets and statements from employers**
  - ☐ Disability Income Insurance
  - ☐ Life Insurance
  - ☐ Pension plan
  - ☐ 401(k)
  - ☐ 403(b)
  - ☐ 457
  - ☐ Retirement accounts
- ☐ **Pay stubs for the last month**
- ☐ **Bank statements**
  - ☐ CD
  - ☐ Savings/Money Market
  - ☐ Checking
- ☐ **Estate planning documents**
  - ☐ Wills
  - ☐ Trusts
- ☐ **Insurance policies and statements**
  - ☐ Life Insurance
  - ☐ Disability Income
  - ☐ Auto Insurance
  - ☐ Excess liability Insurance
  - ☐ Homeowners Insurance
  - ☐ Long-term care Insurance
- ☐ **Most recent federal income tax return**
- ☐ **Annual social security statements**
- ☐ **Liabilities statements**
  - ☐ Loans
  - ☐ Credit cards
  - ☐ Mortgages
- ☐ **For business owners**
  - ☐ Most recent federal business tax return
  - ☐ Buy – Sell Agreements