Document Review Checklist

Please send or bring the following items to our office:

- ☐ Most recent paystub
- ☐ Most recent investment statements
- ☐ Most recent retirement account statements (IRA, 401(k), 403(b), 457)
- ☐ Employee benefit statements and booklets
- ☐ Pension statements and/or booklets with pension formula
- ☐ Most recent Social Security benefit statements
- ☐ Values of titled personal assets (residence, rental real estate property)
- ☐ Last two months of bank and/or money market statements
- ☐ Most recent mortgage statements, origin date and origin amount
- ☐ Most recent loan statements, (auto, student loan, etc)
- ☐ Most recent credit card statements
- ☐ Most recent federal and state income tax returns
- ☐ Current wills, trust documents and other legal documents
- ☐ Life, disability and long-term care insurance policies, statements and illustrations (if available)
- ☐ Annuity statements
- ☐ Stock option and restricted stock statements
- ☐ Deferred compensation arrangements
- ☐ Cash Flow Worksheet

Please include the following business related items:

- ☐ Current profit and loss statement
- ☐ Buy-sell agreements
- ☐ Business insurance policies, statements and illustrations (if available)
- ☐ Retirement plan document