

DOCUMENTS CHECKLIST

Please check off those documents you are providing. DO NOT FURNISH ORIGINALS!

Employee Pay Stubs

- Last two pay stubs from your employer(s)

Federal Tax Returns

- Last three years' *complete* Federal tax returns

Insurance Policies

- Life
- Medical
- Dental
- Vision
- Disability
- Auto
- Long-term care
- Homeowners
- Renters
- Excess liability umbrella
- Business
- Other

Investment Statements

- Company retirement plans
- Brokerage accounts
- Stock option grants
- IRAs, Keoghs, SEP-IRAs, 401(k)s, 401(a)s, 403(b)s, 457s
- Bank accounts
- Employee stock purchase plans and ESOPs
- Partnership statements

Investment Statements (cont'd)

- Financial statements of closely held businesses
- Other

Employee Benefits

- Company handbooks (or other documents describing employee benefits)
- Most recent benefits statements
- Stock option grant documents
- Retirement plan documents for any businesses you own
 - List of plan assets
 - Report showing vested and unvested balances of employees
- Other

Social Security Documents

- Projected benefit and earnings history statements

Estate Planning Documents

- Wills
- Trusts
- Durable powers of attorney for financial matters
- Durable powers of attorney for medical affairs
- Letters of Instruction
- Marital agreements
- Other

Business Agreements

- Partnership
- Buy/Sell
- Key Man
- Other

Debt Information

- Credit card statements
- Mortgage statements
- Promissory notes

Debt Information (cont'd)

- Student loan statements
- Other

Titling Information

- All documents that show how title is held for each of your assets

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