



Financial Document Checklist

Risk Management

- Life insurance policies, latest statements, and loan data
- Disability insurance policies
- Medical, Long Term Care insurance policies
- Auto, Home, Professional Liability, Malpractice, Business & Umbrella Insurance

Savings

- Savings account and certificate of deposit statements
- Money market/Cash management accounts

Debt Management

- Latest credit card statements
- Outstanding balances on all auto loans
- Mortgage balance, years remaining, interest rate
- Information on all other debts, i.e. 2nd mortgages, business loans, etc.

Investment Planning

- Investment documents, recent correspondence from investment companies
- Latest statements from retirement plans & brokerage accounts
- Real estate investment purchase, escrow, and loan documents
- Investment Partnership agreements

Tax Planning

- Tax returns for the last 2 years
- Recent payroll statements

Retirement Planning

- Latest statements from IRA, Keogh and other qualified retirement plans
- Employee benefits/retirement plan summaries and latest statement
- Deferred compensation and stock option agreements
- Pension/profit sharing plans
- Annuity policies and latest statements
- Social Security Benefits summary statement

Estate Planning

- Wills; Living wills
- Powers of attorney
- Trust documents

Corporate/Business Documents

- Corporate tax returns for the last 2 years
- Current Profit & Loss Statement, Balance Sheet
- Partnership/Shareholder Agreements
- Buy/Sell Agreements