



The following documents are required in order to accurately complete your financial picture. Please provide only with those documents that are applicable to your financial situation. Strict confidentiality will be maintained. Investment statements/documents should be dated within 90 days and please bring entire statement. You will be provided a secure Box account where you can upload documents prior to our first meeting.

INVESTMENT

- Bank statements (savings, money market, CDs, checking, etc.)
- Most recent brokerage and mutual fund statements (bank, brokerage, credit union, pension, etc.)
- Description of investment alternatives for company retirement plans
- Loan and mortgage statements, origination date, amount and interest rate, value of car/home (car, student, home, etc.)

RETIREMENT PLANNING

- Most recent IRA, Keogh, TSA, SEP, 401K, SIMPLE, profit sharing, company savings plan statements and plan summary with investment alternatives
- Employee benefit summary and booklet
- Deferred compensation agreements, stock option agreements and restricted stock statements
- Social Security Statement
- Pension and cash balance amounts and statement
- Bonus plans
- Annuity statements

RISK MANAGEMENT

- Life insurance, disability insurance, health, liability and long-term care policies, statements and illustrations statements and declaration page
- Automobile and Homeowners insurance statement and declarations page
- Excess, Property and Umbrella insurance statement and declarations page
- Credit Card debt information (including balance owed)

ESTATE PLANNING

- Projected age of retirement & desired annual income (in today's dollars)
- Current wills, trust documents, power of attorneys, death certificate (loved one) and other legal documents
- Divorce settlements, separation agreements, nuptial agreements
- Statements of assets of which you are custodian for
- Trust statements of which you are a beneficiary

OTHER

- Expense Spreadsheet (current amount/retirement amount, if applicable)
- Most recent federal and state tax returns, including most recent paystub
- Value and cost basis of titled personal assets (real estate, automobiles, art, collectibles, etc.)
- Employment contract (if applicable)

BUSINESS (if applicable)

- Current financial statements, such as balance sheet, income statement, etc.
- Incorporation papers, bylaws and buy-sell agreements
- Most recent federal and state income tax returns
- Retirement plan document
- Insurance policies, statements and illustrations (if available)