Document Checklist

In order to provide the most comprehensive analysis possible, we ask you to gather all the financial information you can. The information you provide will determine how comprehensive the financial plan will be. Please use the following checklist as a guide.

Current Income

☐ Current Income: (Salary, Rental, Commission, etc)__________________
☐ Retirement Income: (Social Security, Pension) _____________________

Retirement Goals

☐ Desired Retirement Age ______
☐ Desired Retirement Monthly Income____________

General

☐ Personal financial statement
☐ Prior year's tax return

Latest financial statements

☐ Annuities
☐ Savings
☐ Brokerage
☐ Mutual Funds
☐ Retirement account: 401(k), IRA, pension, profit sharing, 403(b), Keogh, SEP
☐ Stock options

Employment

☐ Retirement information: Summary plan description, investment options, current investment allocations, beneficiary designation

Insurance policies

☐ Life (Group and Personal)
☐ Disability (Group and Personal)
☐ Long Term Care

Estate planning documents

☐ Will
☐ Trusts
☐ Power of Attorney
☐ Living Will

Real Estate

☐ Value of primary residence, vacation property and rental property