Documents Needed

The following documents will be needed to properly study, analyze, and prepare a personal plan for you. This material will be treated confidentially and returned when the planning process is completed, or earlier if requested.

PERSONAL FILES

- ○ Income tax returns for previous two years including W-2s and 1099s
- ○ Wills and Powers of Attorney for healthcare and financial decisions
- ○ Trust Agreements
- ○ Social Security benefit statement if available
- ○ Major asset purchase details
- ○ Cash Flow Worksheet
- ○ Other ____________________

EMPLOYER

- ○ Two most recent paystubs
- ○ Employee benefits booklets
- ○ Retirement savings plans available through employer
- ○ Pension plans
- ○ Other ____________________

BANK OR CREDIT UNION

- ○ Checking account statements
- ○ Savings / CDs / Money Market account statements
- ○ Loan documents including mortgage
- ○ Credit Card statements
- ○ Other ____________________

BROKER OR MUTUAL FUND COMPANY

- ○ Latest monthly statements
- ○ Other ____________________

INSURANCE COMPANY

- ○ Latest life insurance policy information and annuity account statements
- ○ Health insurance / hospital & major medical policy information
- ○ Disability income insurance policy information
- ○ Property & Casualty policy information
- ○ Long-Term Care policy information
- ○ Other ____________________

BUSINESS

- ○ Buy-Sell Agreements
- ○ Income tax returns
- ○ Deferred Compensation Agreements
- ○ Stock / Options / Bonus Plans
- ○ Other ____________________

ADDITIONAL COMMENTS:

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