



154 A North Market Street | Frederick, Maryland 21701
301.360.4477 | thewillgroup@rswill.com | www.rswill.com

Initial Meeting Checklist

The following documents will help us to set up your investment profile and to design a financial plan and investment policy statement for you. These materials will be treated confidentially and returned as soon as the planning process is complete.

Income

- Current Annual Income
- Pension Income
- Social Security Income (or Statements - accessible at www.SSA.gov)
- Annuity Income
- Other Income (Dividends, Royalties, Trust Income, Rental Income, LLC/Partnership Income, Alimony)

Account Statements

- Investment Accounts (IRA, Brokerage, Trust, 401k, 403b, Stocks, Bonds)
- Annuities (Variable, Fixed, Index Linked)
- Bank Accounts (Checking, Savings, CD)
- Company Stock (Restricted Stock, Stock Options, Employee Stock Purchase Plan)
- 529 College Savings Plans

Other Assets

- Trust Beneficiary
- Inheritance
- Promissory Notes

Real Estate

- Primary Home Value
- Second Home Value
- Investment Real Estate Value

Business Interest/Ownership/Private Equity

- Value of Business
- Ownership Interest
- Private Investments
- LLC Interests

Liabilities

- Mortgage, HELOC, Home Equity Loan
- Securities Based Loan/Margin
- Credit Card Debit
- Car Payments
- Student Loans
- Notes Payable

Insurance

- Life Insurance (Variable Life, Universal Life, Whole Life, Term Life)
- Long Term Care Insurance

Other

- Estate Documents (Will, Durable Power of Attorney, Health Care Proxy, Revocable Trust, etc)
- Most Recent Tax Returns