**Personal Documents:**

* Will- Husband and Wife
* Trust Documents (as Grantor or Beneficiary)
* Personal Financial Statement- List of Assets and Liabilities, including checking and savings accounts
* Mortgage Notes, Schedules and Current Statement for all properties
* Investment Portfolio/Statements, Including Cost Basis and current holdings
* Tax Advantaged Investments- Projections including Investments, Cash Flow, Write Offs
* Life Insurance Policies- Annual Premium Notice and Policy Illustration
* Disability Income and Long Term Care Insurance Policies & current statement, if available
* Accident & Health insurance policies
* Income Tax Returns Form 1040 (3 years), including Form K-1
* Gift Tax Return- Form 709
* Current Pay Stub (One Full month)
* Property of Investment Agreements
* Total Personal Annual Expenditures
* Pre/Post Nuptial Agreements
* Retirement Plan Statement/ Investment List IRA, 401(k) etc.
* Enclosed Expenditure Sheet
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Documents:**

* Balance Sheets- 3 years
* Profit and Loss Statement- 3 years
* Corporate Income Tax Returns Form 1120 (3 years)
* Retirement Plan Summary Documents- Plan Booklet, Financial Statements, Form 5500C, Schedule of Plan Assets and Annual Benefit Statement
* Deferred Compensation Agreements
* Business Continuation Agreements (Buy/Sell)
* Corporate Minutes
* Other Entity Income Tax Returns (3 years)
* Business Life Insurance Policies, with Most Current Statement
* Any Business Valuation Appraisals
* Schedule of Additional Employee Benefits- Group Life/Disability Income Insurance
* Employee Census- Date Employed, Date of Birth, Total Annual Compensation
* Employer Agreements
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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