

 **Planning ▪ Direction ▪ Knowledge**

**Financial Documents Checklist**

**Subject**

Confidential Profile

Income

Completed Confidential Profile

Last year's tax return

 **Source**

Savings

Borrowings and Debt

Retirement Accounts

Investment Accounts

Insurance

Most recent statements from bank accounts, money market funds, certificates

of deposit

A list of debts such as for home mortgage, business loans, student loans,

auto loans and credit card balances (if not paid in full monthly)

Most recent plan statements, such as for a company plan, 401(k), Simplified

Employee Pension (SEP), Individual Retirement Account (IRA), Roth IRA,

Simple IRA, Tax Sheltered Annuity (TSA), or other annuities

Most recent investment statements

List of insurance policies such as life, disability, health long -term care, or any

 other insurance