FINANCIAL PLANNING DOCUMENT CHECKLIST

Personal:

Two (2) Most Recent Federal and State Income Tax Returns

Most Recent Statements for:

- Social Security Benefits (Statement Received Once a Year)
- Bank Statements (Savings, Checking, CDs, etc.)
- Employee Benefits
- Employer Pension
- Deferred Compensation Plan
- Qualified Accounts [401(k), SEP, IRA, Roth IRA, SAR SEP, 457]
- Investment Brokerage Accounts
- Money Market Accounts
- Employment Contracts
- Employee Benefit Booklets or Access to the Appropriate
- Website
- Bonus Plans Information and Pay Stub Containing Most
- Recent Bonus
- Deferred Compensation Arrangements
- Pension Documents
- 401(k) Plan Summary with Investment Alternatives
- Values of Titled Personal Assets
- Current Wills, Trusts, Powers of Attorney and Other Legal
- Documents
- Insurance Policies:
- Life Insurance
- Disability Insurance
- Auto and Homeowners Insurance
- Liability Insurance
- Long-term Care Insurance
- Variable and Fixed Annuity Statements
- Most Recent Pay Stubs

Most Recent Statements on All Debt *(Including Origination Date, Amount and Interest Rate):*

- Home Mortgage
- Home Equity
- Lines of Credit
- Credit Cards
- Installment Loans
- Vehicle Loans
- Student Loans
- Business:
- Current Financial Statements:
- Balance Sheet
- Income Statement
- Incorporation Papers and Bylaws
- Two (2) Most Recent Federal and State Income Tax Returns
- Retirement Plan Document
- Insurance Policies, Statements and Illustrations (If Available