# 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.*

## Employer

- ☐ Payroll or other income statements
- ☐ Employee benefits
  - ☐ Company Benefits Book which shows Benefit Options
  - ☐ Retirement savings plan-401(k), 403(b), 457 options
  - ☐ Pension plans
- ☐ Other_____

## Investments

- ☐ Retirement
  - ☐ IRA statements (Traditional and Roth)
  - ☐ Qualified Retirement Statements
  - ☐ Annuity Statements
- ☐ Non-Retirement
  - ☐ Brokerage or Mutual Fund Company statements
  - ☐ Bank Statements (Checking/Savings/CD/Money Market)
- ☐ Education
  - ☐ 529 Account Statements/State Sponsored Tuition Plan Statements
  - ☐ UTMA Statement
- ☐ Other_____

## Personal

- ☐ Latest Tax Return (Federal and State)
- ☐ Wills and/or Trust Agreements
- ☐ Durable Power of Attorney
- ☐ Major Asset Purchase Details
- ☐ Most Recent Social Security Benefit Statement
- ☐ Other_____

## Insurance

- ☐ Life Insurance Policies (Term, Whole Life, Universal or Variable Life)
- ☐ Long Term Care Policy Information
- ☐ Disability Insurance Policies
- ☐ Health Insurance/Hospital & Major Medical Policy Information
- ☐ Homeowner's and Auto Policies
- ☐ Other_____

## Liabilities

☐ Mortgage Loan or Statement
☐ Home Equity Loan or Statement
☐ Credit Card Statement(s)
☐ Student Loan Statement
☐ Other _____

## Business

☐ Buy/Sell Agreements
☐ Deferred Compensation Agreements
☐ Stock/Option/Bonus Plans
☐ Other_____

| ***DEPENDANT CHILDREN*** | | | | |
|---|---|---|---|---|
| Name | Relationship | Date of Birth | Social Security Number | Grade/College Attending |
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If the children listed above are adult children or beneficiaries, please provide their address, phone number and email:

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## Additional Comments

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