Financial DOCUMENT CHECKLIST

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THIS CHECKLIST IS A CRUCIAL TOOL IN THE FINANCIAL PLANNING PROCESS. IT ACTS AS AS A ROADMAP TO ORGANIZE ALL NECESSARY DOCUMENTS AND INFORMATION. THE MORE DETAILED INFORMATION YOU AN PROVIDE, THE MORE FINE-TUNED OUR ADVICE CAN BE. THIS INFORMATION WILL ALLOW US TO CRAFT A PERSONALIZED, STRATEGIC AND ROBUST FINANCIAL PLAN TAILORED TO MEET YOUR SPECIFIC GOALS.

INCOME

- [ ] Pay statements for last two pay periods
- [ ] Federal and state tax returns for the past two years, including schedules
- [ ] Most recent Social Security statement(s)
- [ ] **Expenses/cash flow***
- [ ] Other current income (part-time work, rental income, etc.) Current or future pensions

CASH ACCOUNTS

- [ ] Certificates of deposit (CDs)
- [ ] Checking, savings and money market balances
- [ ] Money market mutual funds

INSURANCE

- [ ] Statement for life insurance contracts
- [ ] Disability income insurance contracts
- [ ] Long-term care insurance contract
- [ ] Employee benefits summary

INSURANCE

- [ ] 401(k), 403(b), 401(a), 457 and/or other plans*
- [ ] Traditional IRAs
- [ ] Roth IRAs
- [ ] SEP/SIMPLE IRAs/Solo 401(k)
- [ ] Stock awards (statement & benefits book)

NONQUALIFIED ACCOUNTS

- [ ] Brokerage statements
- [ ] Stock options
- [ ] Mutual funds
- [ ] Annuities
- [ ] Deferred compensation plans

EDUCATION FUNDING ACCOUNT

- [ ] 529 plans
- [ ] Coverdell ESAs
- [ ] UGMA/UTMAs

Financial DOCUMENT CHECKLIST

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REAL ESTATE

- ☐ Mortgage statement or loan information
- ☐ Primary residence value
- ☐ Real estate values

BUSINESS OWNERSHIP

- ☐ Business tax returns, including schedules
- ☐ Business valuation/appraisals
- ☐ Buy/sell agreements

LIABILITIES

- ☐ Mortgage/home equity loans
- ☐ Student loans
- ☐ Auto loans
- ☐ Credit card debt/line of credit