Financial DOCUMENT CHECKLIST



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

Copyright © 2021 Michelle Klisanich, Wealth Advisor, CFP®, CDFA®

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

Financially Wise Divorce is a DBA of Navista Wealth Management, Inc., a registered investment adviser.
Recommendations are based on information provided by the client. Incomplete or inaccurate information may affect the recommendations and conclusions contained in the financial plan.

Copyright © 2021 Michelle Klisanich, CFP®, CDFA®

Copyright © 2021 Michelle Klisanich, Wealth Advisor, CFP®, CDFA®