

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.

PERSONAL FILES

- Income tax returns for previous two years including W-2s and 1099s
- Wills and Powers of Attorney for healthcare and financial decisions
- Trust Agreements
- Social Security benefit statement if available
- Major asset purchase details
- Cash Flow Worksheet
- Other _____

EMPLOYER

- Two most recent paystubs
- Employee benefits booklets
- Retirement savings plans available through employer
- Pension plans
- Other _____

BANK OR CREDIT UNION

- Checking account statements
- Savings / CDs / Money Market account statements
- Loan documents including mortgage
- Credit Card statements
- Other _____

ADDITIONAL COMMENTS:

BROKER OR MUTUAL FUND COMPANY

- Latest monthly statements
- Other _____

INSURANCE COMPANY

- Latest life insurance policy information and annuity account statements
- Health insurance / hospital & major medical policy information
- Disability income insurance policy information
- Property & Casualty policy information
- Long-Term Care policy information
- Other _____

BUSINESS

- Buy-Sell Agreements
- Income tax returns
- Deferred Compensation Agreements
- Stock / Options / Bonus Plans
- Other _____