

Documents Checklist

Please send us copies of any of the following information that applies to you (our office can make copies if you are sending original documents):

- ☐ Most recent retirement plan statement(s)
 - 401(k), 403(b), 401(a), 457, etc.
- ☐ Copies of investment statements (Brokerage, IRA, mutual funds, bonds, etc).
 - Please ensure statement includes all individual holdings and balances.
 - Cost basis information for taxable accounts
- ☐ One month of most recent pay stubs
- ☐ Education accounts (529, UGMA, UTMA, Coverdell, etc.)
 - Please ensure statement includes all individual holdings and balances.
- ☐ Employee benefits statements or company handbook outlining the following information (if applicable):
 - Retirement plan details (company match, vesting schedule, investment options, and other plan features)
 - Insurance in place (life, disability, long term care, etc.)
 - Other fringe benefits
- ☐ Liability declarations pages for Property & Casualty Insurance
 - Personal or “umbrella” protection, professional liability, home, and auto
- ☐ Copies of estate planning documents (wills, trusts, etc.)
- ☐ Private insurance policies (life, disability, long-term care)
- ☐ Social Security statements
- ☐ Most recent personal income tax return (two years for business owners)
- ☐ Most recent credit card & loan statements (include interest rate, original date of loan, current balance, & and monthly payment amount)
- ☐ Defined Benefit or Pension Information
 - Please send a detailed pension projection or summary of benefits outlining your vesting schedule, payout options, and beneficiary options.
- ☐ Most recent banking statements (checking, money market, CD’s, etc.)
- ☐ Any additional information that should be considered within the construction of your plan