Documents Checklist

Please provide the following items in order to proceed with the planning process:

1. Two recent wage stubs from each employer (client and co-client.)

2. A copy of your most recent tax return including schedules and W-2s.

3. Bank and credit union statements.

4. Recent investment account statements – IRA, Roth IRA, annuities, brokerage, mutual fund, education.

5. Company retirement plan statements – 401(k)s, 403(b)s, TSAs, profit sharing plans, pension plans, other deferred compensation plans. **Please include a statement of fund offerings for each account.**

6. An explanation of (or formula for) the employer match to your company retirement plans

7. A list of any non-deductible IRA contributions made in the past (or Form 8606 from income tax return.)

8. Copies of Declarations Page(s) (the page with coverage and premium details) for all insurance policies (life, disability, long-term care, home/auto and umbrella)

9. A copy of all estate planning documents (Will, Power of Attorney, Health Care Directive, trust)

10. Company benefits document or booklet, including pension and insurance information.

11. Social Security Benefits Estimate statements (from www.ssa.gov).

12. A Stock Option Summary Statement if you own company stock options.

Please turn to other side →

13. Cash Flow Statement

14. Any other documents you think may be helpful in assessing your situation.

Additional Discovery Items:

Credit card information:

Credit Card Issuer	Interest Rate	Current Balance	Monthly Payment

Other loan information:

Loan Description (mortgage, home equity line, auto, student, etc)	Current Balance	Inception	Initial Amount	Interest Rate	Loan Term	Monthly Payment