DOCUMENT CHECKLIST

Providing certain documents is essential to the financial planning process. Please take a moment to review the following list of documents we've requested.

- ❒ Recent employee pay stubs (If self employed, please provide your expected income, along with Federal & State tax withholding amounts)
- ❒ Complete Federal & State income tax returns
- ❒ Social Security Statement of Benefits (received 3 months prior to your birthday but can also be obtained by contracting www.ssa.gov)
- ❒ Bank account statements (savings, checking, CD)
- ❒ List of U.S. Saving bonds
- ❒ Retirement account statements (IRAs, ROTH IRAs, 401k, Profit Sharing, etc.)
- ❒ Annuity contracts & current statements
- ❒ Investment account statements
- ❒ Education investment account statements
- ❒ Stock Options
- ❒ Statements for all liabilities (mortgage, home equity, credit cards, personal loans)
- ❒ Current statements for all life insurance policies
- ❒ Life insurance policies
- ❒ Disability income insurance policies
- ❒ Long-term care insurance policies
- ❒ Employee benefits packages
- ❒ Current Wills
- ❒ Trust documents
- ❒ Buy/Sell Agreements

To protect your privacy, we recommend that any documents containing social security numbers, account numbers and any other non-public information not be sent to our office electronically.