Document Checklist

Analysis of your financial situation requires that we have the following documents where applicable:

Personal Documents

_____ Company Pension and other benefits (Defined Benefit, insurance, health, LTD)
_____ Company Provided Benefits (401k) / Deferred Comp) most recent statements
_____ Employment agreement
_____ Stock Option & Restricted Stock Agreements
_____ Paystubs (Most Recent) & 12/31 of the prior year
_____ Stock Brokerage Statements (Most Recent Copies)
_____ Life Insurance Policies (Actual Originals Preferred)
_____ Disability Income Insurance Policies (Actual Originals Preferred)
_____ Federal, State & Local Income Tax Returns 1040 - (Most Recent)
_____ Social Security Earnings Statement -(Client 1) If you cannot locate a current copy, go to: https://www.ssa.gov/
_____ Social Security Earnings Statement -(Client 2) If you cannot locate a current copy, go to: https://www.ssa.gov/
_____ Detailed Budget - (**See budget worksheet**)
_____ Mortgage Notes & Schedules (Most Recent)
_____ Outstanding Debts-Monthly Payments, Balance, & Interest Rate
_____ Listing of Family members with Dates of Birth
_____ Trust-Client 1
_____ Trust-Client 2
_____ Will-Client 1
_____ Will-Client 2
_____ Other Estate Planning Documents (Living Wills/ Power of Attorney)

Business Documents

_____ Most Recent Balance Sheet
_____ Stock Buy/Sell Agreement
_____ Business Life Insurance Policies (Actual Originals Preferred)
_____ Income Tax Returns - LLCs & S Corp with K-1s (Most Recent)
_____ Qualified Plan Documents & Financial Statements
_____ Additional Employee Benefits
_____ Employee Agreements
_____ Other____

The above documents were received from __________________on ________________

Representative's Signature____