

**DOCUMENT CHECKLIST**

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

**PERSONAL DOCUMENTS**

* Will and trusts for you and spouse
* Company-provided group benefits for you and spouse
* Financial statements
* Current statement for each savings account and investment you own (including cost basis)
* Most recent paycheck stub for the month
* Estimate of monthly cash flow
* Mortgage notes, schedules and current statement
* Outstanding debts – monthly payments, balance and interest rate
* Pension statements
* Social Security benefits estimates/ statements
* Other:

Life insurance policies

o Annual premium notice

o Policy illustration

Disability income insurance policies

Other property and casualty insurance policies

o Car

o Homeowner’s or renter’s

o Hospitalization and major medical

Income tax returns – two years, including Form K-1

Partnership or investment agreements

Property settlement agreements

Related parties’ financial data

o Schedule of assets

o Tax returns

Other:

**BUSINESS DOCUMENTS**

Balance sheets – three years

P&L statements – three years

Corporate tax returns – three

 years

Business life insurance policies

o Annual premium notice

o Policy illustration

Deferred compensation plans

Corporate minutes

Real estate or equipment leases

Other:

Qualified plan documents and financial statements

o Summary plan description

o Form 5500C

o Schedule of plan assets

o Annual benefit statement

Employee census

o Date employed

o Date of birth

o Total annual compensation

Additional employee benefits

o Group life/ disability Insurance

Employee agreements

Other:

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