Planning Matters LLC
Focused on your financial future

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
  - Annual premium notice
  - Policy illustration
- ❑ Disability income insurance policies
- ❑ Other property and casualty insurance policies
  - Car
  - Homeowner's or renter's
  - Hospitalization and major medical
- ❑ Income tax returns – two years, including Form K-1
- ❑ Partnership or investment agreements
- ❑ Property settlement agreements
- ❑ Related parties' financial data
  - Schedule of assets
  - Tax returns
- ❑ Other:

Business Documents

- ❑ Balance sheets – three years
- ❑ P&L statements – three years
- ❑ Corporate tax returns – three years
- ❑ Business life insurance policies
  - Annual premium notice
  - Policy illustration
- ❑ Deferred compensation plans
- ❑ Corporate minutes
- ❑ Real estate or equipment leases
- ❑ Other:
- ❑ Qualified plan documents and financial statements
  - Summary plan description
  - Form 5500C
  - Schedule of plan assets
  - Annual benefit statement
- ❑ Employee census
  - Date employed
  - Date of birth
  - Total annual compensation
- ❑ Additional employee benefits
  - Group life/ disability Insurance
- ❑ Employee agreements
- ❑ Other: