



## DOCUMENT LIST

Below is a list of documents that you and your spouse will need to provide as soon as possible. Remember, the analysis I can provide is only as complete as the information you provide. Please scan and upload all documents to the Dropbox folder I will provide after the Financial Planning Agreement is signed and the fee/retainer is paid.

It's not necessary to send everything at once. If it's easier to do a little at a time, that's fine. This is an exhaustive list and you may not have many of the items on it.

1. Completed "Client Data Sheet"

### FINANCIAL AFFIDAVITS

2. If Financial Affidavits have already been completed, please provide copies

### INCOME AND TAX RETURNS

3. Payroll stubs (3 most recent)
4. Tax returns (last 3 Years)
5. W-2's and 1099s (last 3 Years)
6. Partnership or Corporate tax returns (last 3 Years)
7. Amended returns (last 3 Years)

### CHECKING AND SAVINGS ACCOUNTS

8. Checking account statements (6 most recent)
9. Savings account statements (6 most recent)
10. Business account statements (6 most recent)
11. HSA account statements (6 most recent)

### INVESTMENTS AND OTHER ASSETS

12. Employer retirement plans (Profit sharing, 401(k), 403(b), Simple IRA, 457 & Non-Qualified Deferred Compensation Plans)
  - a. Statements including vesting information (3 most recent)
  - b. Summary Plan Description
  - c. Pensions
    - i. Benefit estimates (at various ages)
  - d. Benefits Booklet
13. IRA, Roth IRA, Keough, SEP IRA
  - a. Statements (3 most recent)

14. Stock Options
  - a. Statements (3 most recent)
  - b. Benefits Booklet
15. Life Insurance Policies (Work and Personal)
  - a. Current Statement
  - b. Benefits Booklet
16. Investment Statements (mutual funds, stocks and bonds, brokerage investment accounts, annuities, money markets, etc.) (6 most recent)
17. Real Estate information (Personal & other homes)
  - a. Date of Purchase
  - b. Purchase Price
  - c. Original Mortgage Amount
  - d. Current Mortgage Statement
  - e. Significant improvements
18. Rental Real Estate
  - a. Date of Purchase
  - b. Purchase Price
  - c. Original Mortgage Amount
  - d. Current Mortgage Statement
  - e. Significant improvements
  - f. Monthly rent
  - g. Lease date (beginning and end)
  - h. Property taxes
19. Children's Bank, Savings, College savings, Insurance and Investment Statements (3 most recent)

## **DEBT**

20. Mortgages (on all homes & rental properties)
  - a. Statement (3 most recent)
  - b. Type of loan (Fixed, ARM and terms)
  - c. Interest rate and term info
  - d. Second Mortgage HELOC Info (same as above)
21. Credit card statements (6 most recent)
22. Student loan statements (6 most recent)
23. Personal loan statements (6 most recent)
24. Car loan statements (6 most recent)
25. Business loan statements (6 most recent)