TOTAL WEALTH PLANNING

TWPTEAM.COM

CONFIDENTIAL DATA & DOCUMENT CHECKLIST

In addition to the questionnaire we provided for your completion, please gather items applicable to your situation and provide all pertinent information for review.

EMPLOYMENT INFORMATION

- ❑ Last 2 detailed paystubs
- ❑ Group Life Insurance
- ❑ Group Medical / Dental Insurance
- ❑ Group Disability Insurance
- ❑ Pension / Profit Sharing Plans – Recent Statement & Plan Description Document
- ❑ Stock Option/ Restricted Stock – Grant Summary & Plan Documents
- ❑ ***401(k) / 403(b) / Employer Plans**
- ❑ Deferred Compensation Plans – Recent Statement & plan Description Document
- ❑ ***Annuity / TSA statement & policy**
- ❑ Annual Benefits Summary statements

INSURANCE POLICIES

- ❑ Life Insurance
- ❑ Disability Insurance
- ❑ Long Term Care Insurance
- ❑ Other Insurance

ESTATE DOCUMENTS

- ❑ Wills
- ❑ Financial Powers of Attorney
- ❑ Healthcare Powers of Attorney
- ❑ Living Wills
- ❑ Trust Documents

INVESTMENT ACCOUNT STATEMENTS

- ❑ ***Bank Savings & CD Accounts**
- ❑ ***Investment/Brokerage Accounts**
- ❑ ***Retirement Accounts (IRA/Roth/401k)**
- ❑ Inventory of all Real Estate owned including primary residence (Market Value, Date Acquired, Mortgage Balances, Term, Interest Rate, Taxes, Payments)
- ❑ Financial Planning documents prepared by your former advisors.

TAX RETURNS

- ❑ ***Last 2 years Federal & State Tax Returns**

BUSINESS OWNERS

- ❑ Corporate Returns, Federal & State
- ❑ Partnership Agreements or Articles of Incorporation
- ❑ Latest Business Financial Statement
- ❑ Buy & Sell, Stock Redemption, Split Dollar, and other Agreements
- ❑ Value of Business and Stock or Ownership %
- ❑ Qualified Retirement Plans, Deferred Compensation Plans, Documents, and Statements
- ❑ Business Insurance Coverage

***Necessary documents required at time of engagement to ensure a smooth onboarding with us.**