

## 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.**