



IMPORTANT FINANCIAL DOCUMENTS CHECKLIST



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The following documents will be needed to properly study, analyze, and prepare a personal plan for you. This material will be treated confidentially and returned when the planning process is completed, or earlier if requested. Please have these ready for our appointment.

Retirement Planning Documents

- Statements for your qualified retirement accounts: IRA, Roth IRA, 401k, 403(b), 457, SEP, SIMPLE, KEOGH, etc.
- Employer retirement plan matching details
- Social Security benefit estimates
(you can generate this online at www.ssa.gov/myaccount)*
- Pension benefit estimates
- Stock option statements and vesting schedules

Financial Documents

- Cash, Bank Accounts & Fixed Assets: checking/savings accounts, CDs, money markets, cash value life insurance, etc.
- Investment Accounts: mutual funds, stocks, bonds, government securities, limited partnerships, REITs, brokerage accounts, etc.
- Education Accounts: UTMA/UGMA, ESA, 529, etc.

Liability Statements (including interest rates and monthly payments)

- Mortgage(s) on residence and other real estate
- Personal loans: credit cards, Auto/RV loans, student loans, etc.

Tax Planning Documents

- Complete tax returns for the last two years including W-2's
- Last three paycheck stubs

Insurance and Personal Documents

- Wills, powers of attorney, and trust agreements
- Medical, homeowners, auto, and umbrella policies and statements
- Life insurance policies and statements
- Disability and long-term care policies and statements
- Annuity policies and statements

Miscellaneous

- Dates of birth on all family members
- Employee benefits booklet(s)

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