

Document Checklist

Personal Documents

The following items (where applicable) should be provided to help complete our planning with regards to your personal financial situation.

- Description of any pension or retirement packages to which you are entitled (employer, military, spouse's pension, etc.)
- Most recent paystub
- Benefit Booklets from employer
- Copy of most recent tax return
- Investment statement and bank documents (listing balances, rates of return and durations)
- Credit/Debt Statements-may be listed on your Net Worth Statement (listing balances, rates of returns and durations)
- Social Security Estimate (sent to you annually by the Social Security Administration)
- Insurance Documents (group insurance benefits and policy declaration pages showing coverages and premiums on health, life and disability policies)
- Legal Documents (Wills, trusts, etc.)
- Attached Budget (optional, but helpful!)
- Any additional information you think will assist with our planning.

Business Documents (for the self employed)

The following items (where applicable) should be provided to help complete our planning in light of how your business contributes to your personal financial situation.

- Financial Statements (Balance Sheet & Income Statements)
- Most Recent Tax Returns
- Employee Benefits
 - Retirement Plan Document
 - Life Insurance Policies
 - Disability Insurance Policies
 - Medical Insurance - Benefit Limits
- Key Employee Benefits (if any)
- Owner's Estimate of Business Value (if any)
- Salary Required to Replace Owner
- Special Issues