



## Documents We Need From You

*As part of the planning process, we need to have information about you that is as accurate as possible. With that in mind, please provide us with copies of the documents listed below. We ask that you use your best judgment as to what to provide or skip with the understanding that the value of our advice is determined by the scope and quality of the information that you share with us.*

### Please check off those you are providing:

- |      |   |                           |                                  |
|------|---|---------------------------|----------------------------------|
| I.   | Tax Returns / Information   |                           |                                  |
|      | Most recent Federal and State returns   |                           | W2 / Paystub(s) (for full month) |
|      | Most recent Social Security Statements  |                           |                                  |
| II.  | Insurance Declaration (information) Pages   |                           |                                  |
|      | Life  | Homeowners                | Auto                             |
|      | Disability  | Umbrella Liability Policy | Other                            |
|      | Medical   | Business                  |                                  |
| III. | Investment Statements (Your Most Recent Statements)                                 |                           |                                  |
|      | Company Retirement Plans  |                           | Investment Accounts              |
|      | Bank Accounts   |                           | Annuities                        |
|      | Stock Option Grants   |                           | Cash Value Life Insurance        |
|      | Company Stock   |                           | Partnerships (K-1 Report)        |
|      | IRA's, Keogh, SEP, 403b   |                           | Notes Receivable                 |
| IV.  | Employee / Government Benefits  |                           |                                  |
|      | Most recent company benefits statement (including pension)                          |                           |                                  |
|      | If you or your spouse own a business:   |                           |                                  |
|      | A copy of your adopted retirement plan documents                                    |                           |                                  |
|      | A listing of plan assets  |                           |                                  |
|      | Most recent social security benefits statement                                      |                           |                                  |
| V.   | Estate Planning   |                           |                                  |
|      | Wills   |                           | Letters of Instruction           |
|      | Trusts  |                           | Powers of Attorney               |
|      | Marital or Divorce Agreements   |                           | Prenuptial Agreements            |
| VI.  | Debt Information (most recent statements showing amount owed, interest rate & term) |                           |                                  |
|      | Mortgage Information  |                           | Auto/Personal Loans              |
|      | Promissory Notes  |                           |                                  |
| VII. | Business Agreements   |                           |                                  |
|      | Partnerships  | Buy/Sell                  | Key Person                       |