DOCUMENT CHECKLIST

Please provide originals or copies of all documents appropriate to your situation, as well as any others that may be relevant. All originals will be returned during the planning process. For statements please provide most recent statement in the last 90 days.

	PERSONAL	BUSINESS OWNER (IF APPLICABLE)
LEGAL DOCUMENTS	Wills	Employment Contracts
	Powers of Attorney (Medical and Financial)	Buy/Sell Agreements
	Medical Directives	Partnership Agreements
	Survivors Guide	
TAXES	Last 2 years of personal tax returns	Last 2 years of corporate tax returns
		Last 2 years of financial statements
BANKING	Checking Account Statement(s)	
	Savings/Money Market Statement(s)	
	CD Statement(s)	
INVESTMENTS	Brokerage Account Statement(s)	
	529 Statement(s)	
	UTMA/UGMA Statements	
	ESA Account Statements	
	Partnership/Private Investment Statements	
	Annuity Statements and Contracts	
RETIREMENT PLANS	401k/457/403b/etc. Employer statement(s)	
	401k/457/403b/etc. Plan Documents	
	Traditional IRA Statement(s)	
	Roth IRA statement(s)	
	Deferred Compensation Statements	
	Deferred Compensation Agreements	
	Pension/Profit Sharing Plan Documents	
	Pension(s) Annual Statement	
	Social Security Statement(s)	
REAL ESTATE	Mortgage Statement/Documents	
	Home Equity Loan Statement	
INSURANCE	Auto/Home Policy Declaration Pages	Buy/Sell Life Insurance Policies
	Umbrella Policy Declaration Pages	Corporate Disability Policies
	Disability Insurance policies	Business Life Insurance Policies
	Life Insurance Policies	
	Long Term Care Policies	
	Any other insurance policies you pay for	
EMPLOYEE BENEFITS	Employee Benefit Handbook	Group Insurance Schedules recent invoice
	Annual Benefit Summary	Employee Census: Name, DOB, Hire Date, Annual Incomes, family status
	Employee Stock options plan documents	Stock Option Plan Documents
	Employee Stock option grant summary	
DEBTS/LOANS	Debt Loan Details	

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