

Financial Planning Document Checklist

| | Needed | Document |
|-----------------------------|--|---|
| Bank & Brokerage Statements | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Checking Account Statements Savings/CD/Money Market Statements Latest Investment Statements Credit Card Statements IRA/Roth IRA Statements Other _____ |
| Employment Documents | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Payroll Statements Employee Benefits Statement Group Term Life Insurance Group Disability Coverage Retirement Plan Statements (401(k), 403(b), 457) Pension Plan Benefits Section 125 Plan (Cafeteria, MSA) Stock Option Plan Other _____ |
| Insurance Company | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Latest Life Insurance Statements Latest Annuity Statements Health Insurance Information Disability Income Insurance Statement Long Term Care Policy Information Homeowners Insurance Auto Insurance Umbrella/ Excess Liability Professional Liability Other _____ |
| Tax & Legal Documents | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Latest Income Tax Returns Loan Documents Wills Trust Documents Settlement Agreements Pre- or Post- Nuptial Agreements Divorce Settlements (alimony & child support) Powers of Attorney Prepaid Legal Fees Business Agreements Employment Contracts Major Asset Purchase Details Other _____ |
| Business Documents | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Buy-Sell Agreements Deferred Compensation Plans Stock Option/Stock Bonus Plan Other _____ |