



Document Checklist

Employment:	
Federal & State Tax Return (last 2 years)	
Latest Two Paycheck Stubs	
Deferred/Incentive Compensation Plan	
Corporate/Partnership Returns (last 2 years)	
Current Business Balance Sheet	
Lease Agreements	
Assets:	
Brokerage/Mutual Fund Statements	
Savings Accounts, Money Markets, CD Statements	
401k/403b Statements	
Real Estate:	
Latest Mortgage Statement	
Latest Real Estate Financial Statements	
Latest Timeshare Statement	
Employee Benefit Programs:	
Employee Stock Option Statements	
Latest Annual Benefit Statement	
Retirement Plan Agreement (Self-employed)	
Social Security Statements	
Liabilities:	
Mortgage Statement	
Credit Card Statements	
Car Loan/Lease Statement	
Information on any other liabilities/money owed	
Risk Management:	
Life Insurance (Business/Personal)	
Disability Income (Business/Personal)	
Medical Insurance	
Long Term Care Insurance	
Homeowners Insurance-Declarations Page	
Automobile Insurance-Declarations Page	
Personal Liability Insurance/Umbrella Policy- Declarations Page	
Group Insurance Booklet/Certificate	
Latest Premium Statements for all Insurances	
Estate Planning/Legal:	
Wills	
Durable Powers of Attorney	
Living Wills/Medical Directives	
Trust Documents	
Pre-Nuptial Agreements	
Divorce Agreements	