

Document Gathering Checklist

Employment Information

- Two Most Recent Detailed Paycheck Stubs

Employee Benefit Manual Descriptions For:

- Group Life Insurance
- Group Medical/Dental Insurance
- Group Disability Insurance
- Pension, Profit-Sharing Plans
- Stock Option, Deferred Compensation Plans
- 401(k), 403(b) Plans
- ESOP, Employee Stock Purchase Plan
- Tax Sheltered Annuities (TSAs)
- Most Recent Account Statements for above Plans
- Annual Benefits Summary Statement

Individual Policies and Most Recent Statements For:

- Life Insurance
- Annuities
- Disability Income
- Hospitalization/Major Medical
- Automobile
- Homeowner/Renter's
- Other Property Insurance
- Personal Liability Umbrella

Individual Tax Returns

- Two Most Recent Federal and State Tax Returns

Investment Account Statements

- Bank Accounts, CDs (with Yield and Maturity Date)
- Brokerage Accounts
- Mutual Fund/Dividend Reinvestment Accounts
- IRA/Keogh/Pension Accounts
- Real Estate (Original Cost, Market Value, Date Acquired, Original Mortgage Amount, Term, Interest Rate, Taxes, Payment)
- Real Estate Rental Properties (Same as above)

Loan Schedules

- Residence (Original Mortgage Amount, Term, Interest Rate)
- Autos
- Line of Credit, Second Mortgage
- Business, Other

Legal Documents

- Wills, Trusts, Living Wills, Durable Powers of Attorney for Financial and Health Care, Prenuptial Agreement

Business Documents

- Two Most Recent Tax Returns, Federal and State
- Articles of Incorporation, Limited Liability Company, or Partnership Agreement
- Two Most Recent Financial Statements
- Buy-Sell, Stock Redemption, Split Dollar, and Other Agreements
- Value of Business and Stock or Ownership Percentages
- Plan Documents and Most Recent Statements for Qualified Retirement Plans, Deferred Compensation Plans, Business Insurance Coverage