Request for Documents

In order for me to outline what your financial plan and the financial planning process will address, as well as the associated fee, please complete the enclosed data gathering form to the best of your ability and deliver it to our office.

_____ Auto, homeowners, and other liability insurance declaration pages

_____ Life insurance, disability, long-term care policies and any recent statements

_____ Annuity contracts

_____ Recent mortgage statements (if applicable)

_____ Most recent Federal and State tax returns

_____ Signed copies of your current estate planning documents – will, power of attorney, living trust, health care directive, etc.

_____ Most recent investment statements – banks, stocks, bonds, mutual funds, IRA, 401(k), 403(b), etc.

_____ Cost Basis information for investment holdings

_____ Description of beneficiary designations on life policies (including employer), annuities, IRA, 401(k), 403(b), etc.

_____ List of expenses representative of the last 12 months

_____ List of income sources and income since last year. Include copies of final paystubs from year end and most recent paystubs.

_____ Most recent social security benefit statements

_____ Investment options for employer sponsored plans

_____ Credit card statements and amortization schedules

_____ Employee benefit books

_____ If self-employed, copy of business succession plan and Articles of Incorporation

_____ Notes receivable with amortization schedules