Planning Document Checklist

The following documents are used in the creation and organization of your plan. The first step in crafting your plan is getting all of the necessary information and documentation together.

Please gather these documents and have them ready for our next appointment.

FINANCIAL DOCUMENTS

ASSETS	LIABILITIES
☐ Bank Statements	☐ Mortgage Statements
☐ Brokerage Statements	☐ Home Equity Line Statements
☐ 401(k) / 403(b) Statements	☐ Securities Backed Lending Statements
☐ Annuity Statements	☐ Student Loan Statements
☐ Employer Stock Options	☐ Credit Card Statements
☐ Deferred Compensation	☐ Other Loan Obligations
☐ Real Estate Investment (Worksheet)	
☐ College Savings Statements • Pre-Paid College • 529 Plans	

INSURANCE DOCUMENTS

☐ Life Insurance Policy Statements	☐ Disability Policy
☐ Long-Term Care Policy	☐ Health Insurance Policy
☐ Group Benefits Summary	☐ Auto Insurance Policy
☐ Auto Insurance Policy	☐ Homeowner's Insurance Policy
☐ Flood Insurance Policy	☐ Umbrella Liability Policy

LEGAL DOCUMENTS

☐ Wills	☐ Revocable and Irrevocable Trusts
☐ Durable Powers of Attorney	☐ Living Will
☐ Healthcare Surrogate	

TAX DOCUMENTS

☐ 2-Years Federal Tax Returns	☐ 2-Years State Tax Returns