



### Document Checklist

- List of all cash and securities owned, date of purchase, cost basis, and specific name of owner. (Include copies of most recent bank and brokerage (taxable, mutual funds, CDs, Annuities, IRA, 401k, etc...) statements and/or investment management statements.)
- List of current liabilities; auto loans and/or leases, primary and second home mortgages, home equity lines of credit and home equity loans. Student loans and credit card balances.
- Employee Benefit Booklets - Employer Related and Annual Statement outlining Pension Benefits such as joint and survivor options.
- If currently employed, copies of three consecutive pay stubs, base salaries and anticipated bonuses (if applicable) for the current tax year.
- Summary of employment related benefits: medical, group life insurance, pension/profit sharing or 401(k) plans, employment contracts, non-qualified deferred compensation agreements, stock options, buy/sell agreements, etc.
- Stock option agreements including a summary of exercised, unexercised and outstanding options. Include all cost basis information.
- Insurance policies. You may lend us the originals and we will copy and return. Included should be: Life, Disability, Auto, Homeowners, Excess Liability (Umbrella), Long-Term Care, Annuity Contracts, etc.
- Warranty deeds to all real estate. Copies of mortgage note(s) with terms of mortgages and cost basis information. Includes time share or vacation home agreements.
- Personal and/or business, Gift or Federal Estate tax returns for the most recent two (2) years.
- Wills, any trust agreements, powers of attorney, living wills, and any documents designating you as a beneficiary, custodian, executor or trustee. Separation, divorce and pre/post-nuptial agreements.
- Any other document you would like us to be aware of during our review, including limited partnership agreements, contracts for sale, installment notes, receivables, etc.

NOTE: Not all of these items will be applicable to all clients. However, we do require these documents for our files and your assistance in locating and photocopying them would be greatly appreciated. When questions arise, please call us for assistance.