



**Client Document Checklist**

- | Included                 | Will Send                | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>TAX INFORMATION</b>                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Federal Tax Returns & W-2s (last 2 years)      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | State Tax return (last 2 years)                |
|                          |                          |                          | <b>BANKING &amp; INVESTMENT DOCUMENTS</b>      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Checking, Savings, CDs, or Money Market Stmtms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Partnership Statements                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brokerage Statements                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stock, Bond Certificates                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mutual Fund Statements                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | College Saving Plan                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annuities                                      |

**INSURANCE POLICIES\***

\*We will need your policy statement/declaration pages as well as copies of your actual insurance policies (the legal language of your coverage) for each of your various lines of insurance coverage.

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Life  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disability                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Homeowners                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Umbrella                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Earthquake                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Auto  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Renters                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Long-term Care                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personal Articles (ie Jewelry, Furs, Fine Art |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cameras or Collectibles                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Medicare Cards                                |

- | Included                 | Will Send                | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>JOB RELATED DOCUMENTS</b>                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paycheck stubs (two most recent)                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Job Benefit Booklets                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retirement Plans                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pension Plans                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Keogh Plans                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stock Options                                   |
|                          |                          |                          | <b>LOAN DOCUMENTS</b>                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mortgage Loan Documents (Listing terms of loan) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Settlement Cost of Loan                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mortgage Statement(s)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Home Equity Loan/Line of Credit Statement(s)    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Credit Cards, Student Loans, Car Loans, etc.    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personal Loan Agreement(s)                      |

**LEGAL DOCUMENTS**

- |                          |                          |                          |                               |
|--------------------------|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wills                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trust Documents               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Divorce Settlements           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health Care Power of Attorney |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Financial Power of Attorney   |

**OTHER INFORMATION**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lease Agreement - Car                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Social Security Estimated Benefits Stmt              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Profit & Loss Stmtms for Business (most recent year) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Buy/Sell Agreements                                  |