

Name: _____

Date: _____

Documents Checklist

INVESTMENT & RETIREMENT STATEMENTS

- Bank statements
- Investments Accounts
- IRA / ROTH IRA / SEP IRA / SIMPLE IRA
- 401(k) / TSA / PEDC
- Pension / Profit Sharing Plan
- Dividend / Interest Statements
- Annuities

FINANCIAL DOCUMENTS

- Income tax returns
- Expense Worksheet

INSURANCE POLICIES & STATEMENTS

- Life
- Medical
- Disability
- Long-term Care
- Liability
- Auto and Home
- Group Insurance

LIABILITY STATEMENTS

- Mortgage Statements
- Auto Loan Statements
- Credit Card Statements

ESTATE PLANNING DOCUMENTS

- Health Care Directive
- Wills/Codicils
- Tax Returns – Gift, Trust, Estate Tax
- Power of Attorney
- Trust Agreements

BUSINESS DOCUMENTS

- Business Tax Returns (s-Corp, C-Corp, LLC)
- Buy- Sell Agreements
- Deferred Compensation Agreements
- Employment / Consulting Agreements
- Other Employer Paid Benefits
- 2 Most Recent Payroll Stubs
- Most Recent Social Security Statements
- Employee Stock Ownership
- Employee Retirement Plan Booklets
- Employee Benefit Statements/Booklets
- Split Dollar Agreements
- Wage Continuation Agreements

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