

CONFIDENTIAL DATA & DOCUMENT CHECKLIST

In addition to the questionnaire we provided for your completion, please gather items applicable to your situation and provide all pertinent information for review.

EMPLOYMENT INFORMATION

- Last 2 detailed paycheck stubs
- Group Life Insurance
- Group Medical / Dental Insurance
- Group Disability Insurance
- Pension/ Profit Sharing Plans - Recent Statement & Plan Description Document
- Stock Option/ Restricted Stock - Grant Summary & Plan Documents
- *Thrift / 401 (k) Plans
- Deferred Compensation Plans - Recent Statement & Plan Description Document
- *Tax Sheltered Annuities / TSA's
- Annual Benefits Summary statements

INSURANCE POLICIES

- Life Insurance
- Annuities
- Long Term Disability Insurance
- Long Term Care Insurance

ESTATE DOCUMENTS

- Wills
- Financial Powers of Attorney
- Healthcare Powers of Attorney
- Living Wills
- Trust Documents

TAX RETURNS

- *Last 2 years Federal & State Tax Returns

INVESTMENT ACCOUNT STATEMENTS

- *Bank Accounts, CD's (with Yield & Maturity Date)
- *Brokerage Accounts
- *Mutual Fund / Dividend Reinvestment Accounts
- *IRA / Keogh / Pension Accounts
- Real Estate (Original Cost, Market Value, Date Acquired, Original Mortgage Amount, Term, Interest Rate, Taxes, Payment)
- Real Estate Rental Properties (Same as above)

BUSINESS OWNERS

- Copies of Corporate Returns, Federal & State
- Copies of Partnership Agreements or Articles of Incorporation
- Copies of latest Business Financial Statement
- Copies of Buy & Sell, Stock Redemption, Split Dollar, and other Agreements
- Value of Business and Stock or Ownership %
- Qualified Retirement Plans, Deferred Compensation Plans, Documents, and Statements
- Business Insurance Coverage

*Documents required at time of engagement