

## *Document Checklist*

***In Order to prepare a comprehensive financial plan, we will need the following documents for review and analysis:***

<u><i>Personal Documents</i></u>	<u><i>Business Documents</i></u>
<input type="checkbox"/> Wills – Husband and Wife	<input type="checkbox"/> Balance Sheets – 3 Years
<input type="checkbox"/> Trust Agreements	<input type="checkbox"/> P & L Statements – 3 Years
<input type="checkbox"/> Financial Statements	<input type="checkbox"/> Corporate Tax Returns – 3 Years
<input type="checkbox"/> Mortgage Notes, Schedules and Current Statement	<input type="checkbox"/> Business Life Insurance Policies - Annual Premium Notice - Policy Illustration
<input type="checkbox"/> Investment Portfolio / Statements, Including Cost Basis	<input type="checkbox"/> Business Continuation Agreements
<input type="checkbox"/> Tax Advantage Investments – Agreements Projections including Investments, Cash Flow, Write Offs	<input type="checkbox"/> Deferred Compensation
<input type="checkbox"/> Life Insurance Policies - Annual Premium Notice - Policy Illustration	<input type="checkbox"/> Corporate Minutes
<input type="checkbox"/> Disability Income Insurance Policies	<input type="checkbox"/> Real Estate or Equipment Leases (related party)
<input type="checkbox"/> Income Tax Returns – 3 Years, including Form K-1	<input type="checkbox"/> Qualified Plan Documents and Financial Statements - Summary Plan Description - Form 5500C - Schedule of Plan Assets - Annual Benefit Settlement
<input type="checkbox"/> Gift Tax Returns	<input type="checkbox"/> Employee Census - Date Employed - Date of Birth - Total Annual Compensation
<input type="checkbox"/> Partnership or Investment Agreements	<input type="checkbox"/> Additional Employee Benefits - Group Life / Disability Insurance
<input type="checkbox"/> Property Settlement Agreements	<input type="checkbox"/> Employee Agreements
<input type="checkbox"/> Most Recent Paycheck Stubs	<input type="checkbox"/> Other:
<input type="checkbox"/> Total Personal Annual Expenditures	
<input type="checkbox"/> Related Parties' Financial Data - Schedule of Assets - Tax Returns	
<input type="checkbox"/> Other:	

Please be assured that we take every precaution to maintain confidentiality of all information obtained from you and your advisors.