FINANCIAL POINTE

Document Checklist

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

Personal Documents

___ Wills - Husband and Wife

___ Trust Agreements

___ Financial Statements

___ Mortgage Schedules & Current Statement

___ Investment Statements & Bank Statements

___ Tax Advantage Investments - Agreements, Projections including investments, Cash Flow, Write Offs

___ Life Insurance Policies
- -Annual Premium Notices
- -Policy Illustration

___ Disability & Long Term Care Insurance Policies

___ Income Tax Returns - 2 Years including K-1

___ Gift Tax Returns

___ Partnership or Investment Agreements

___ Property Settlement Agreements

___ Most Recent Paycheck Stubs

___ Total Personal Annual Expenditures

___ Home, Auto & Umbrella Declaration statements

___ Other

Business Documents

___ Balance Sheets - 2 Years

___ P & L Statements - 2 Years

___ Corporate Tax Returns- 2 Years

___ Business Life Insurance Policies
- -Annual Premium Notice
- -Policy Illustration

___ Business Continuation Agreements

___ Deferred Compensation

___ Corporate Minutes

___ Real Estate or Equipment Leases (related party)

___ Qualified Plan Documents and Financial Statements
- -Schedule of Plan Assets
- -Summary Plan Description
- -Form 5500
- -Annual Benefit Statement

___ Employee Census
- -Date Employed
- -Date of Birth
- -Total Annual Compensation

___ Additional Employee Benefits
- -Group Life/Disability Insurance

___ Employee Agreements

___ Other

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