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Document List

Below is a list of documents that are required to get started. Remember, the services provided are only as complete as the information is provided. Please upload copies of these documents to your secured online ShareFile account that will be set up after the Financial Planning Agreement is signed and the first portion of your fee is paid.

Income and Tax Returns

- ☐ Payroll Stubs (3 most recent)
- ☐ Tax Returns (last 3 years)
- ☐ W-2s and 1099s (last 3 years)
- ☐ Partnership/Corporate Tax Returns (last 3 years)
- ☐ Any Amended Tax Returns

Checking and Saving Accounts

- ☐ Checking Account Statements (6 most recent)
- ☐ Savings Account Statements (6 most recent)
- ☐ Business Account Statements (6 most recent)

Investments and Other Assets

- ☐ Employer Retirement Plans (Profit Sharing, 401(k), 403(b), Simple IRA, 457 & Non-Qualified Deferred Compensation Plans, etc)
 - ☐ Statements including current vesting information (3 most recent)
 - ☐ Summary Plan Description
 - ☐ Pensions
 - ☐ Benefit Estimates (at various ages)
 - ☐ Benefits Booklet
- ☐ IRA, Roth IRA, Keogh, SEP IRA Statements (3 most recent)
- ☐ Stock Options
 - ☐ Benefits Booklet
 - ☐ Statements (3 most recent)
- ☐ Life Insurance Policies (Work and Personal Policies)
 - ☐ Current Statement

- ☐ Investment Statements, such as mutual funds, stocks and bonds, brokerage and investment accounts, annuities, money markets, etc. (6 most recent)
- ☐ Real Estate Information (personal residence and other property)
 - ☐ Date of purchase
 - ☐ Purchase Price
 - ☐ Original Mortgage Amount
 - ☐ Current Mortgage Statement
- ☐ Children's Bank, Savings, College Savings, Insurance and Investment Statements (3 most recent)

Debt

- ☐ Mortgage Loans
 - ☐ Current Mortgage Amount (including as of date)
 - ☐ Type of Loan (Fixed, ARM and terms)
 - ☐ Interest Rate and Term Information
 - ☐ Monthly Breakdown of Principal, Interest, Taxes and Insurance amounts
 - ☐ Second Mortgage/HELOC Information (same as above)
- ☐ Credit Card Statements (6 most recent)
- ☐ Student Loan Statements
- ☐ Personal Loan Statements (6 most recent)
- ☐ Business Loan Statements (6 most recent)