

## *Key Financial Documents Checklist*

- Please upload using the link to our secure ShareFile system that we've provided you*
  - ◆ Please let us know if we need to send you a new link to upload
- Investment Documents*
  - ◆ Most recent statement of holdings (including mutual funds, savings accounts, IRAs, 401ks, 403b, 457s, etc.)
- Company Benefits or Employee Benefit Program Description*
  - ◆ Group Health and Dental Insurance
  - ◆ Group Disability Income Insurance
  - ◆ Group Life Insurance
  - ◆ Pension and Profit-Sharing Plans
  - ◆ Stock Option Programs
  - ◆ Deferred Compensation Programs
- Insurance and Annuity Contracts*
  - ◆ Life Insurance
  - ◆ Disability Insurance
  - ◆ Long-Term Care
  - ◆ Professional Liability Insurance Policies
  - ◆ Property & Casualty Insurance (including umbrella liability/catastrophe policy)
- Most Recent Paycheck Stubs*
- Tax Returns (including 1099s and K-1s)*
- Wills & Trust Documents (including life insurance, trust, and family limited partnership documents)*
- Business Agreements*
- Real Estate Deeds (including out-of-state property)*
- Cash-Flow Worksheet - Please let us know if you'd like our Excel File template*