DOCUMENT REQUEST FORM

The following list will identify the documents we will need from you. Please provide these at your initial meeting and ignore any that do not apply to you (or that we already possess). Thank you.

Personal documents

✓ **Cash Reserves -**

☐ Most recent bank statements - checking/savings accounts

☐ Most recent money market account statements

☐ Most recent CD (certificate-of-deposit) statements

☐ Other ____

✓ **Debt -**

☐ Mortgage statement, personal residence

☐ Line-of-credit/equity line statement, personal residence

☐ Credit card statements

☐ Auto loan statements

☐ Student loan statements

☐ Other debts ____

✓ **Insurance* -**

☐ Life insurance policies

☐ Disability insurance policies

☐ Health insurance policies

☐ Long-term care insurance policies

☐ Automobile insurance policies

☐ Homeowners' insurance policies (including "Umbrella-coverage" policies)

☐ Other insurance policies ____

* excluding employer-provided insurances - see below.

✓ **Growth Assets -**

☐ Most recent brokerage account statements

☐ Most recent mutual fund statements

☐ Most recent annuity (fixed and variable) statements

☐ Most recent IRA and/or Roth IRA statements

☐ Most recent 401(k), 403(b), 457 plan retirement statements

- ☐ Most recent limited partnership statements
- ☐ Most recent trust portfolio (grantor and irrevocable) statements
- ☐ Listing of rental properties
- ☐ Debts owed to you
- ☐ Other growth assets ____

✓ **Important Documents -**

- ☐ Most recent Social Security Administration Statement of Benefits
- ☐ Most recent report of vested interests in ER pension or profit-sharing plans
- ☐ SPDs (Summary Plan Descriptions) for 401(k), 403(b) 457 plans, etc.
- ☐ Documents pertaining to employer-provided benefit plans (including stock option programs, thrift plans, hospitalization, life/disability insurance, etc.)
- ☐ Most recent income tax returns
- ☐ Gift tax returns
- ☐ Estate and trust tax returns, if you have been the beneficiary of any estates/trusts
- ☐ Most recent net worth statements
- ☐ Current wills, healthcare directives, power-of-attorney
- ☐ Current trust agreements
- ☐ Guardian nominations
- ☐ Divorce settlements, separation agreements, nuptial agreements, birth certificates, and adoption decrees
- ☐ Most recent appraisals for real property (specify)
- ☐ Annual reports, tax returns, and other agreements regarding ownership in closely held corporations, partnerships, joint ventures, or other business
- ☐ Other important documents ____

We can provide you with the most valuable advice when we are in possession of the most complete and accurate information about your current financial reality. Thank you for the effort you've made to compile this information.

Sincerely,

Nicholas Vantine

Boardwalk Financial