



Financial Planning Checklist

Smart planning considers everything. Use this checklist as a guide to collect and organize your financial information.

Personal

- Estimate of annual household expenses (excluding taxes)
- Federal and state income tax returns
- Value of personal property (jewelry, collectibles, art, furniture, etc.)
- Business interests (type of entity, ownership interest, value)

Employment Information

- Current paycheck stub
- Summary of company benefit plans and annual benefits summary -if available
- Deferred compensation and/or bonus deferral plans
- Stock option and/or restricted share statements
- Other company benefits plans
- Group Life and disability summary

Savings & Investments

- Bank statements. (checking, savings, CDs)
- Investment statements (stocks, brokerage, mutual funds)
- Annuity statements
- Summary of real estate investments
- Education savings accounts (529 plans, UGMA/UTMA, Coverdell Savings, trusts)

Retirement Funding

- Retirement savings accounts (traditional IRAs, Roth IRA)
- Retirement plan statements (401(k), 403(b)/TSA, Keogh)
- Employer sponsored pension plans (statement indicating expected benefits)
- Social Security benefit statements, if available

Loans and Liabilities

- Mortgage, home equity loan, and other loan statements

Insurance Information

- Life insurance statements
- Disability insurance statements
- Long-term Care insurance statements

Estate plan

- Wills, power of attorney, advanced healthcare directives
- Revocable and irrevocable trust documents
- Gift tax returns (most recent filed if any)



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