



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)