



Document Checklist

From Your:

Records Needed:

Bank

- Checking Statements
- Money Market Statements
- Savings, CD Statements

Broker/Mutual
Fund Company

- Latest Monthly Statements showing current holdings/values of investments

Insurance
Company

- Insurance Policies
- Annuity Contracts

Employment
Related

- 401(k) or other Company Retirement Plan Statements
- Deferred Compensation Program
- Company Stock/Option Awards
- Employee Benefits Book/Summary

Personal Files

- Tax Returns (last 2 years)
- Monthly/Annual Budget or Spending
- Total Net Worth Statement/Balance Sheet
- Home Values + Mortgage Statements
- Major Credit Balances
- Wills/Trust Agreements

Other
