element
WEALTH PLANNING

YOUR TRUST. OUR EXPERTISE.

CHECKLIST · DOCUMENTS TO GATHER

INCOME

- [ ] Pay Statements
- [ ] Social Security Estimate*
  or
- [ ] Social Security Gross Benefit Amount
- [ ] Annuity and/or Pension
- [ ] Other ______________________________

* Please refer to www.ssa.gov and click on "Get a Benefits Estimate"

ESTATES

- [ ] Will(s)
- [ ] Powers of Attorney (Financial/Health)
- [ ] Advance Directives (Living Wills)
- [ ] Beneficiaries / TODs
- [ ] Trusts

INVESTMENTS

- [ ] Bank Accounts Statements
- [ ] Taxable Brokerage Account
- [ ] Employer Retirement Accounts
- [ ] Annuities
- [ ] Pensions Benefit Statement
- [ ] Education Savings Accounts (529)
- [ ] Health Savings Accounts (HSAs)

LIABILITIES

- [ ] Mortgages / Real Estate Rentals
- [ ] Auto Loans
- [ ] Student Loans
- [ ] Credit Cards
- [ ] Private Loans
- [ ] Budget Worksheet
- [ ] Other ______________________________

INCOME TAX RETURNS

- [ ] Federal Returns (Past 2 Years)
- [ ] State & Local Returns (Past 2 years)

INSURANCES

Please refer to the Declaration Page

- [ ] Health Insurance Statements
- [ ] Life / Group
- [ ] Long-Term Care / Disability
- [ ] Homeowners / Auto / Umbrella
- [ ] Other ______________________________

BUSINESS OWNERS

- [ ] Business License, Operating Agreement, Certificate of Good Standing, Articles of Organization, Partnership Agreement, IRS Form 990 **or** Articles of Incorporation
- [ ] Business EIN
- [ ] Group Benefits
- [ ] Employee Census
- [ ] Ownership & Percentages
- [ ] Authorized Persons