

# Important Financial Documents Checklist

To tailor your financial plan to your life goals, please gather the following documents. All materials will be treated with strict confidentiality.

## Retirement Planning Documents

- Recent IRA, 401(k), 403(b), TSA, and Keogh statements
- Employee benefits summary
- Deferred compensation and stock-option agreements
- Pension and profit-sharing statements

## Tax Planning Documents

- Prior-year tax return
- W-2 and most recent pay stub
- Estimated tax payment records

## Financial Account Documents

- Savings account statements
- Mutual fund statements
- Brokerage account statements
- Other investment account documents
- Loan and mortgage statements
- List of individual stock holdings outside brokerages
- Partnership agreements
- Annuity policies and statements

## Asset Protection Documents

- Life insurance policies and statements
- Disability insurance policy
- Umbrella insurance policy
- Long-term care insurance policy

## Estate Planning Documents

- Summary of will and living will
- Durable power of attorney and health care power of attorney
- Trust agreements (e.g., living trusts)

## Additional Information

- Do you maintain a secure, master list of usernames and passwords for your accounts?

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