Financial Document Checklist

Being prepared for your first meeting.

CURRENT ASSETS

Provide copy of most recent statement or description and balances of each.

– Checking/Savings Accounts

– Money Market Accounts

– Savings Bonds

– CDs (include interest rate and maturity date)

– Investments (includes IRA, Non IRA, and Retirement Plans)

– Stocks (# of shares)

– Bonds

– Mutual Funds (# of shares)

– Fixed Annuities

– Variable Annuities

– Limited Partnerships

– 401K Investments

– Profit Sharing Investments

– SEP Investments

LIABILITIES

Provide the current loan balance, interest, term, monthly payment, and market value of loan item.

– Home Mortgage

– Home Equity

– Car Loans

– Credit Card Debt

– Other Debt

EMPLOYER BENEFITS STATEMENTS

– Life Insurance Coverage

– Disability Insurance Coverage

– Explanation of Retirement Plan Benefits – Employer Contributions, Employee Participation, etc.

OTHER DOCUMENTS & INFORMATION

– Life Insurance Policies (Held personally)

– Disability Insurance Policies (Held personally)

– Tax Return for Prior Year

– Household Net Monthly Cash Flow

– Trusts

– Financial Goals