

Document Checklist

Here's a guide to help you identify which documents can be useful for us to start our financial planning engagement. Please don't stress about this list or think you need to cross every item off (some may not apply to your situation). Our goal here is help you identify what could be important for us to talk about.

When you find them, put them aside for our next meeting.

Cash Flow

- Cash Flow Worksheet (e.g., budget)
- Pension Plan Statements or Projections
- Social Security Benefit Statement
- Pay Stub(s)

Savings & Investments

- Bank Account Statements
- Investment and Mutual Fund Statements
- Retirement Plan Statements and Employer Match
- Annuity Contract(s) and Statements
- Employee Stock Purchase Plan Statements
- Stock Option Documents and Statements
- Education Account Statements

Income & Other Tax Returns

- Federal and State Income Tax Returns
- Business Entity and Trust Tax Returns
- Gift Tax Returns

Liabilities

- Mortgage(s)
- Home Equity Loan or Line of Credit
- Student Loan(s)
- Other Loans (e.g., auto, credit card, personal loans)

Insurance Policies & Statements

- Life Insurance
- Health Insurance
- Disability Insurance
- Long-Term Care Insurance
- Umbrella Liability Insurance

Legal Documents

- Prenuptial Agreement
- Medical Directives
- Marriage Certificate
- Divorce Decree and Settlement Papers
- Powers of Attorney
- Letter of Last Instructions

Identity Documents

- Driver's License*
- Birth Certificate(s)*
- Social Security Card(s)*
- Passport(s)*
- Naturalization or Immigration Certification
- Adoption/ Guardianship

Home & Property

- Home Improvement Documents
- House and Real Estate Deeds and Titles*
- Inventory of Household Items
- Valuable Possessions (e.g., art, jewelry, stamps, coins) Valuation Certificates
- Vehicle Titles
- Vehicle Registration
- Property Titles (e.g., boats, aircraft)

Health

- Health or Medical Records
- Immunization Records

Passwords

- Safe Deposit Box Inventory and Location of Key(s)
- Passwords

Miscellaneous

- Death Certificates
- Cemetery Deeds
- Business License
- Degree and Diploma Certificate(s)