

DOCUMENTS REQUIRED & INFORMATION REQUESTED

INCOME:

- ___ Last two (2) years of Income Tax Returns (both Federal and State) including all Schedules, W-2 Forms, 1099 Forms, etc.
- ___ Last two (2) pay stubs, if employed
- ___ Statement of benefits or other income: Social Security, Disability, Unemployment, Pension, Annuity, etc.
- ___ Copy of Contract of Employment or Annual Statement, of any, from your employer

ASSETS:

Investment, Savings, Checking and Other Non-Retirement Accounts/Assets

- ___ Checking account statements for the last six (6) months (personal and business)
- ___ Savings account statements for the last six (6) months (personal and business)
- ___ Investment Accounts (non-retirement): Mutual Funds, Stocks, Bonds, Certificates of Deposit, Money Market Accounts, Super Share Accounts, Stock Options, Broker Margin Accounts, etc.
- ___ Agreements or Statement of Notes, Mortgages, Loans held by you for others
- ___ Life Insurance policies, including statement of loans against life insurance
- ___ Cash

Retirement Accounts and Pensions

- ___ 401 (k), Profit Sharing, SEP, Keough, Deferred Compensation, Tax Deferred Annuity, Pension, Savings and Security Account, and any other defined contribution or defined benefit plans
 - ___ Individual Benefits Statement showing the balance and investments, or amount of the benefit promised upon retirement, and date.
 - ___ Summary Plan Description (SPD)
 - ___ Plan Document, if one has been provided to you
 - ___ Statements of Amendments to the Plan Documents, if any
 - ___ Statement of Loans against the retirement asset

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Real Property: marital residence, land, rental property, time shares, vacation property, leaseholds, life estates, etc.:

- ___ Deeds to real property
- ___ Mortgage statements
- ___ Home equity Loan/Line of Credit statements
- ___ Other

Business Interest or Professional Practice:

- ___ Partnership Agreement, if applicable
- ___ Business or Corporate Income Tax Return, if applicable
- ___ Accounts Receivable
- ___ Profit and Loss Statements

Miscellaneous Assets:

- ___ Trust Documents, if any
- ___ Inventory of Safe Deposit Box
- ___ Title documents for any items of personal or real property that are required to be registered (cars, trailers, gun collection, boats, etc.)
- ___ Inventory of personal property including household contents, jewelry, collections, antiques, guns, precious metals, etc.
- ___ Patents, copyrights, trademarks, etc.
- ___ Educational degrees, licenses, certificates, etc.
- ___ Other Assets: _____

DEBTS:

- ___ Charge Account statements for the last six (6) months
 - ___ Loan documents: Personal, Car/Truck, Boat, Student, Home Equity Line of Credit, Bank Line of Credit, Mortgage, etc.
 - ___ Copies of judgments against you
 - ___ Taxes payable
 - ___ Other Debts: _____
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