Proactive Financial Solutions 360, LLC

Personal & Small Business

Financial Planning ● Tax ● Investments

Important Financial Documents Checklist

These documents will be used to tailor a financial plan to meet your life goals.

Retirement Planning Documents

☐ Recent IRA, 401(k), 403(b), TSA, 457(b) statements with full list of investment options available to you in the plan

☐ Employee benefits program (list of benefits available to you)

☐ Deferred compensation and stock option agreements

☐ Pension, profit sharing, and most recent Social Security Statement

Tax Planning Documents

☐ Tax returns for last two years including source documents (W2, 1099, etc)

☐ Recent pay stubs

☐ Estimated tax payment info

Financial Documents

☐ Checking and savings accounts, summary of balances

☐ Mutual fund & stock statements

☐ Brokerage account statements

☐ Values of any other assets (home, boat, auto, collectibles)

☐ Loan documents (mortgage, car loan, student loans)

☐ Savings bond information (copies of bonds or list of bonds with terms)

☐ Partnership agreements

Asset Protection Documents

☐ Life insurance policies and statements

☐ Medical, homeowners and auto insurance policy info

☐ Disability, umbrella, and long-term care insurance policies

☐ Annuity policies and statements

Estate Planning Documents

☐ Will, living will, durable powers of attorney and health care powers

☐ Trust documents