Document Checklist

Cash Flow

- ☐ Pay Stub(s) (two most recent consecutive)
- ☐ Social Security Benefit Statement (ssa.gov/myaccount)
- ☐ Pension Plan Statements
- ☐ Annual Living Expenses (you may use our template, or provide in a different format)

Savings & Investments

- ☐ Bank Account Statements (checking, savings, money market accounts, CDs, etc.)
- ☐ Taxable Brokerage (Investment) Account Statements
- ☐ Retirement Account Statements (401(k), 403(b), IRA, Roth IRA, Deferred Comp, SIMPLE, SEP, etc.)
- ☐ Equity Award Statements (RSUs, Employee Stock Purchase Plan, Stock Options, etc.)
- ☐ Education Savings Account Statements (529, Coverdell, etc.)
- ☐ Health Savings Account Statements (HSA)
- ☐ Annuity Contracts and Statements

Taxes

- ☐ Federal and State Income Tax Returns (past 2 years, all pages)

Liabilities

- ☐ Mortgage Statements (and/or Home Equity Loan/Line of Credit Statements)
- ☐ Student Loan Statements
- ☐ Other Loans (auto, credit card, personal loans, etc.)

Insurance Policies

- ☐ Life Insurance
- ☐ Disability Insurance
- ☐ Long-Term Care Insurance
- ☐ Homeowners/Auto/Watercraft Insurance
- ☐ Health Insurance
- ☐ Umbrella Liability Insurance

Estate Documents

- ☐ Wills
- ☐ Powers of Attorney
- ☐ Advance Directives (Living Wills)
- ☐ Beneficiary Designations
- ☐ Trusts

Real Estate

- ☐ Real Estate Addresses and Use (primary residence, vacation property, rental property, etc.)

Employee Benefits

- ☐ Benefits Handbook
- ☐ Summary Plan Description (SPD)