

Planning Checklist

Please use this checklist as a guide to collect and organize your financial information prior to our meeting:

Personal Information

- Name, address, phone number, date of birth, and social security number for you, your partner, children/dependents
- Name, address, telephone number of your accountant, estate planning attorney and insurance advisor

Asset and Liability Management

- Bank statements: checking, savings, CDs
- Credit card statements
- Loan statements: mortgage, home equity line of credit, student loans, other loans/lines
- Current paycheck stub
- Most recent federal and state income tax return
- Social Security benefit statement for you and your partner (SSA.gov)

Investment Planning

- Investment statements: brokerage, mutual funds, and bank statements pertaining to investments
- Copies of stock and/or bond certificates
- Annuity statements
- Summary of Private Equity holdings
- Summary of Investment Real Estate holdings
- Education savings account statements, 529, UGMA/UTMA, ESA/Coverdell, trusts, etc.
- Retirement plan statements: 401(k), 403(b), 457, TSA, SEP IRA, SIMPLE IRA, etc.
- Statements from your Individual Retirement Accounts (IRAs) and Roth IRAs
- Employer-sponsored pension plan summary
- Deferred compensation and/or bonus deferral plans
- Statement of stock options and/or restricted stock

Liability Management

- Health, Life, and Disability Insurance Policies
- Extended Care or Critical Illness Insurance Policy
- Other (specify): _____

Estate Planning Strategies – Personal

- Current copy of your Will
- Power of Attorney and Enduring Power of Attorney
- Trust information

Estate Planning Strategies- Business

- Buy-Sell Agreements
- Life Insurance Policy