

Summary of Items Needed

The following documents will be needed for the purpose of study and analysis to prepare a personal financial/investment plan for you. It is understood that this material will be treated confidentially and returned to you when the planning process is completed, or earlier if requested.

___ Names and contact information of individuals who provide you with advice related to your finances (attorney, accountant, banker, insurance agent, etc.)

___ Rough outline of your monthly expenses (Expense Worksheet)

___ Copy of your pay stub

___ Employment Benefits description

___ Most recent IRS Tax Return

___ Most recent 401(k) statement

___ 401(k) choices/selections

___ Pension information

___ Recent statements of all open credit card accounts

___ CD maturity dates

___ Money Market statements

___ Currently held stocks and numbers of shares

___ Brokerage account statements

___ Face amount of Series E, EE, and HH Bonds

___ IRA statements

___ Latest Declarations Page from Auto, Home/Renter's, Disability Insurance

___ Life Insurance policies and most current annual statement

___ Long Term Care policies

___ Copy of your Will/Trust

Please invite your spouse or any other person
with whom you will be making financial decisions