**CLIENT CHECKLIST**

**Please gather the following personal documents (where applicable)**

* Current investment statements
* Most recent Social Security benefit statements go to [www.ssa.gov/myaccount.](http://www.ssa.gov/myaccount.)
* Pension statements and/or booklets with pension formula
* Current pay-stubs
* federal and state income tax returns with W-2s and K-1s- last 3 years
* Most recent gift tax return, if ever filed
* Employee benefit statements and booklets
* Values of titled personal assets
* Current mortgage statements, origin date and amount
* Annuity statements
* Personal checking account statements for the past three months
* Current wills, trust documents and other legal documents you want reviewed
* Life, health, disability and long-term care insurance policies with statements
* Stock option and restricted stock statements
* Bonus plans
* Deferred compensation arrangements
* Previous financial plans
* Fact finder with indication of risk tolerance

**Please gather the following business documents (where applicable):**

* Current profit and loss statement
* Retirement plan documents
* Entity agreements
* Buy-sell agreements
* Business valuations
* Business insurance policies, statements and illustrations
* Business checking account statements for past three months