

## Document Checklist:

### Personal Files:

- Most recently filed tax return
- Most recently filed W2s & 1099s
- Monthly expenses excluding mortgage (fixed & average discretionary)
- Current home & investment property information:
  - Date & amount
  - Current Market Value
  - Mortgage info – interest rate, outstanding loan, length of amortization, monthly payment, amount of additional payment made
  - Annual real estate taxes
  - Annual home owners insurance

### Bank:

- Checking account statements
- Savings/CD/Money Market account statements

### Brokerage/Mutual Fund Company:

- Latest monthly or quarterly statements
- Investment accounts
- Non-retirement (including education) accounts

### Insurance Company (both employer & privately held):

- Latest life insurance statements
- Death benefit
- Length of coverage & most recent cash values
- Premium paid & frequency
  
- Most recent corporate tax return
- Pension statements, including agreements
- Stock/Options/Bonus Plans, including agreements
- Buy/Sell agreements