Data Gathering Checklist

PHASE 1

INCOME & EXPENSES

☐ Estimated annual living expenses
☐ Two most recent paystubs
☐ Social Security Statements (ssa.gov/myaccount)

TAX RETURNS

☐ Two most recent federal + state tax returns

REAL ASSETS

☐ Real estate addresses

INVESTMENT STATEMENTS

☐ Bank accounts
☐ Retirement accounts
☐ Taxable brokerage accounts*
☐ 401(k) statements and plan summaries with investment options
☐ Stock option and/or RSU statements (and vesting schedules)*
☐ Defined benefit (pension) and annuity statements
☐ Deferred compensation agreements
☐ Education savings accounts (529's, Coverdells, etc.)
☐ Health Savings Accounts (HSAs)

LIABILITY STATEMENTS

☐ Most recent mortgage statement, origination date, original amount, and interest rate
☐ Most recent student loan statement(s), origination dates, original amounts, and interest rates
☐ Auto loan statements
☐ Credit cards (if not paid in full)
☐ Private loans

*include cost basis information for all taxable investment assets

PHASE 2

INSURANCE STATEMENTS

☐ Life
☐ Disability
☐ Health
☐ Long-term care (LTC)
☐ Homeowners/Auto
☐ Umbrella (liability)

ESTATE DOCUMENTS

☐ Wills and/or trusts
☐ Powers of attorney (financial and medical)
☐ HIPAA authorization forms
☐ Advance directives (living wills)
☐ Beneficiary designations

EMPLOYEE BENEFITS PACKAGES

☐ Benefits handbooks
☐ Summary Plan Descriptions (SPDs)

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