

# Checklist

## A – Tax Records

- \* Past 2 years state and federal tax returns
- \* Recent paycheck statement showing tax and FICA withholding, automatic savings and deductions.

Number of pay periods per year \_\_\_\_.

## B – Estate and Legal

- \* Wills
- \* Trust(s)
- \* Divorce Decree
- \* Other

## C – Company Benefits (DESCRIPTIVE BROCHURES AND CURRENT ACCOUNT STATEMENTS FOR:)

- \* Life/Health/Disability
- \* Pensions \_\_\_\_\_
- \* 401(k) Plan/Thrift Plan
- \* Stock Options

## D - Personal Insurance

- \* Life                      \* Auto
- \* Health                 \* Home
- \* Disability             \* Other

## E – Savings

- \* #\_\_ of checking accounts
- \* #\_\_ of passbook accounts
- \* #\_\_ of credit union accounts
- \* #\_\_ of Money Market accounts
- \* #\_\_ of Certificates of Deposit
- \* #\_\_ of other accounts

## F – Investments

- \* #\_\_ of IRA...SEP...KEOGH
- \* #\_\_ of Mutual Funds
- \* #\_\_ of Brokerage Accounts
- \* #\_\_ of Stocks
- \* #\_\_ of Bonds
- \* #\_\_ Annuities
- \* #\_\_ of Real Estate Properties
- \* #\_\_ of Business Interests

## ASSET / LIABILITY

### (Mortgage, Notes and Credit Card Information)

Asset Description	Owed to Which Institution	Original Loan Amount & Date	Current Balance	Monthly Payment	Interest Rate	Current Market Value
1		\$	\$	\$	%	\$
2		\$	\$	\$	%	\$
3		\$	\$	\$	%	\$
4		\$	\$	\$	%	\$
5		\$	\$	\$	%	\$
6		\$	\$	\$	%	\$
7		\$	\$	\$	%	\$
8		\$	\$	\$	%	\$
9		\$	\$	\$	%	\$