



The first step in the financial planning process is the examination of your financial resources. To that end, we request that you gather the following documents:

- ___ Latest statements from Bank Accounts, Mutual Funds, Brokerage Accounts, 401(k) Plans, 403(b) Plans, Pension Plans, IRAs, etc. (*Please include all pages and cost basis information whenever possible*)
- ___ Information on Personal Debt (Balance, Interest Rate, Term)
 - Home Mortgage Debt
 - Consumer Debt
- ___ Last Two Paycheck Stubs
- ___ Latest Federal and State Tax Returns

Additional Documents, as they apply:

- ___ Employee Benefit Booklets
- ___ Social Security Statements
- ___ Insurance Policies and Latest Statements for Life, Disability, and Long Term Care Insurance
- ___ Copies of Wills and Trusts
- ___ Other Tax Returns (Gift, Estate)
- ___ Other Personal Investment Documents
- ___ Information about Property Settlement, Divorce or Separation Agreements
- ___ Business Documents:
 - Income Tax Returns
 - Stock Purchase/Buy-Sell Agreements
 - Employee Benefit Program Description
 - Pension or Profit Sharing Plan Description