CHECK LIST OF DOCUMENTS

Please include Balance Sheet or Financial Statement

Please bring most recent *<u>confirmation statement of positions or investment</u>* *in any of the following:*

<u>ASSETS</u>

Stocks, Bonds, Mutual Funds – Brokerage Account statements

Tax Sheltered Annuities (TSAs, 403bs) – statement

Annuities – statement and policy (ies)

Real Estate – Personal Residence – Settlement statement

Real Estate – Other – Rentals (raw land, partnerships, apt/office building, etc)
Settlement Statements, investment documents

Savings Account, Credit Union Accounts

U.S. Gov't Securities – Treasury Bills (T-Bills), etc.

Certificate of Deposit (CDs)

Individual Retirement Accounts (IRAs)

Pension Plans – 401(k), Private pension plans

Life Insurance policies

Notes, Mortgages – Due you

Need Client/Spouses Pay Check Stubs

Tax Returns – Federal & State (Last 2 years)

<u>LIABILITIES</u>

Mortgage(s) – balance statement, refinance settlement statement

Installment Loan – account statement

Revolving Credit - account statement

Notes Payable – Amounts owed to others

Other Liabilities