

Documents Request

Personal Documents (Client and Spouse)

_____ **Tax returns for the last two years** (personal income, gift and fiduciary)

_____ **Wills** (living, pour-over)

_____ **Trust instruments** (living, charitable, irrevocable, insurance)

_____ **Income** (salary, dividends, partnership distributions, lease income, rental income)

_____ **Expenses** (annual living expenses – budget expense worksheet provided upon request)

_____ **Education plans** (section 529 plans, UTMA accounts, etc. most recent statements)

_____ **Life insurance policies** (copy of policy(ies), original proposals and last annual statement)

_____ **Disability insurance policies** (copy of your policy or last annual statement)

_____ **Long-Term Care Insurance** (copy of policy(ies))

_____ **Mortgages** (purchase price, original loan amount, inception date, maturity date, interest rate, current balance, current value)

_____ **Personal assets** (vehicles, aircraft, etc. – including value and debt)

_____ **Durable Power of Attorney & Advanced Health Care Directives**

_____ **Guardian Nominations**

_____ **Separation/divorce/nuptial agreements**

_____ **Qualified retirement plan statement(s)**

_____ **Individual retirement account statement(s) (IRA)**

_____ **Brokerage and mutual fund statement(s)**

_____ **Other (specify)** _____

_____ **Other (specify)** _____

Business Documents

- _____ **Tax returns for the last two years** (corporate, farm)

- _____ **Financial statements** (indicate fiscal years) (budgets, cash flow projections, profit/loss, balance sheet)

- _____ **Loan agreements, personal guarantees, covenants, etc.**

- _____ **Retirement plan documents** (annual statements)

- _____ **Company census**

- _____ **Stock option purchase agreement**

- _____ **Buy/sell agreements** (stock purchase, buy-back, stock redemption, business continuity etc.)

- _____ **Partnership agreement(s)**

- _____ **Operating agreement(s)**

- _____ **Company patents/copyrights/royalties**

- _____ **Mortgages, land contracts** (including value of property)

- _____ **Equipment leasing agreement(s)**

- _____ **FSA Forms**

- _____ **Valuations for (specify)** _____

- _____ **Insurance policies (specify)** _____
(copy of policy(ies), original proposals and last annual statement)

- _____ **Other (specify)** _____

- _____ **Other (specify)** _____