



Please bring or send the following document to the office:

Personal

Legal Documents

- Wills
- Durable power of attorney
- Living wills
- Healthcare directives
- Letter of instruction
- Revocable living trust
- Irrevocable trust
- Irrevocable life insurance trust
- Crummey letter
- Charitable trusts
- Family limited partnership
- Qualified personal residence trust
- Deeds
- Pre-nuptial agreements
- Separation/Divorce agreements

Financial Statements

- Income tax returns
- Bank and/or money market statements
- W-2/1099's
- Social security statements
- Brokerage statements
- 401(k)/403(b), IRA statements etc
- Defined benefit statements
- Annuity statements
- UGMA/UTMA statements
- Completed risk tolerance questionnaire
- Mortgage/amortization statements
- Gift tax returns
- Stock option and restricted stock statements

Insurance Policies

- Life insurance policies
- Disability policies
- Long term policies

Business

Legal Documents

- Shareholder, partnership or operating agreements
- Buy/Sell agreement
- Split dollar agreement

Financial Statements

- Income tax returns
- Promissory notes
- Last business valuation

Retirement Plans

- Deferred compensation agreement
- Qualified plan statements
- Supplemental executive retirement plan statements
- Employee census

Insurance

- Group disability policies
- Life insurance policies
- Group health benefits description