



## Document Collection Checklist

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- Copies of all brokerage, annuity, mutual fund, and retirement plan account statements
- Copies of CD, money market, and savings account statements
- List of debt payments (Credit Cards, Loans, Mortgages, Cars)
- Mortgage statements and address on any real estate investment holdings
- Most Recent Paystub

### **OPTIONAL**

- Company benefit plan details (employer match contribution detail, pension payout information, life insurance, health insurance, and disability insurance detail)
- Current social security benefit statements
- All applicable insurance policies (life, disability, health & long-term care)
- Will and trust documents
- Income tax returns (most recent)

### **FOR BUSINESS OWNERS**

- Shareholder agreements
- Employee stock options
- Deferred compensation agreements
- Buy/sell agreements

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