



DATA GATHERING CHECKLIST

REAL ASSETS

- Real Estate Locations and Values

INVESTMENT STATEMENTS

- Bank Accounts
- Taxable Brokerage Accounts
- Retirement Accounts (i.e., 401ks/403b/457/IRAs)
- Annuities
- Pensions
- Education Savings Accounts (529/Coverdell)
- Health Savings Accounts

LIABILITY STATEMENTS

- Mortgages
- Auto Loans
- Student Loans
- Credit Cards
- Private Loans

INCOME & EXPENSES

- Pay Stubs
- Social Security Statements
- Annual Living Expenses

INSURANCE STATEMENTS

- Life
- Disability
- Health
- Long-Term Care
- Homeowners / Renters
- Auto
- Umbrella (Excess Liability)

EMPLOYEE BENEFITS PACKAGES

- Benefits Handbooks
- Summary Plan Descriptions (SPDs)

INCOME TAX RETURNS (Past 2 Years)

- Federal Returns
- State & Local Returns

ESTATE DOCUMENTS

- Wills
- Powers of Attorney
- Advance Directives (Living Wills)
- Trusts