

## DOCUMENT AND INFORMATION CHECKLIST

Here is a list of documents and data points that are generally useful for my financial planning process but please share any relevant items that are not listed below.

### ASSETS

- Real estate: Address, current value, and cost basis
- Statements for bank and investment accounts (checking/savings, 529 plans, IRA, 401K, HSA, etc.)
- Profit sharing, stock options, and restricted stock
- Business details (valuation, ownership structure, etc.)
- Other significant property (boats, cars, jewelry, etc.)
- Potential inheritance(s)

### INCOME

- Wages: Recent paystub, previous year-end paystub, and corresponding W2 form
- Social Security: Recent statement and XML export file with earnings history ([how-to information](#))
- Pension(s): Summary plan document (SPD), monthly payment amount, joint/single-life payout, and cost-of-living-adjustments (COLA), if applicable
- Annuities: Recent statement, original brochure or prospectus, payout options, relevant options/features/riders, etc.
- Alimony

### TAX RETURN(S)

- Most current
- Previous years' returns (if relevant)

**Note:** Please include the full returns with schedules attached and state/city filings, if applicable.

### ESTATE DOCUMENTATION

- |                                 |   |  |                                       |
|---------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Wills  | <input type="checkbox"/> Powers of attorney       | <input type="checkbox"/> Healthcare directives (living will) | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> Trusts | <input type="checkbox"/> Beneficiary designations | <input type="checkbox"/> Letters of instruction              | <input type="checkbox"/> Asset Map™   |

### TYPE(S) OF SERVICE SOUGHT

- Personal CFO (billed as % of AUM or fixed fee)
- Consulting (hourly or fixed fee)
- Annuity/life insurance (commission-based)

### I LOOK AT MY ACCOUNTS/STATEMENTS

- Daily
- Weekly/monthly
- Less frequently

### I LIKE TO MOVE

- Fast
- At a measured pace

### DEBTS

- Mortgage(s): Include home equity lines of credit (HELOCs), if applicable
- Credit card: Only outstanding balances that are NOT paid in full each month
- Student loans
- Bank loans (personal, auto, etc.)
- Private loans (e.g., family)

### SPENDING BUDGET

- Non-discretionary: Running costs associated housing, transportation, food, utilities, taxes, etc.
- Discretionary: Travel, entertainment, etc.
- Other anticipated expenses (car, boat, or property purchase, education-related expenses, etc.)

#### Notes:

- You do not need to itemize all of your expenses; a single monthly or annual figure can suffice.
- Further itemization may be helpful for more precise inflation forecasts, but is not necessary.

### RISK & INSURANCE

- Expected longevity (average/above/below)
- General health history and expectations
- Current insurance policies (e.g., health, life, disability, long-term care, homeowner, automobile, umbrella)

