BRIDGING THE FINANCIAL GAP

by Larry Mathis CFP®

Financial Document Checklist

Risk Management

- ❑ Life insurance policies, latest statements, and loan data
- ❑ Disability insurance policies
- ❑ Medical, Long Term Care insurance policies
- ❑ Auto, Home, Professional Liability, Malpractice, Business & Umbrella Insurance

Savings

- ❑ Savings account and certificate of deposit statements
- ❑ Money market/Cash management accounts

Debt Management

- ❑ Latest credit card statements
- ❑ Outstanding balances on all auto loans
- ❑ Mortgage balance, years remaining, interest rate
- ❑ Information on all other debts, i.e. 2nd mortgages, business loans, etc.

Investment Planning

- ❑ Investment documents, recent correspondence from investment companies
- ❑ Latest statements from retirement plans & brokerage accounts
- ❑ Real estate investment purchase, escrow, and loan documents
- ❑ Investment Partnership agreements

Tax Planning

- ❑ Tax returns for the last 2 years
- ❑ Recent payroll statements

Retirement Planning

- ❑ Latest statements from IRA, Keogh and other qualified retirement plans
- ❑ Employee benefits/retirement plan summaries and latest statement
- ❑ Deferred compensation and stock option agreements
- ❑ Pension/profit sharing plans
- ❑ Annuity policies and latest statements
- ❑ Social Security Benefits summary statement

Estate Planning

- ❑ Wills
- ❑ Living wills
- ❑ Powers of attorney
- ❑ Trust documents

Corporate/Business Documents

- ❑ Corporate tax returns for the last 2 years
- ❑ Current Profit & Loss Statement
- ❑ Current Balance Sheet
- ❑ Partnership/Shareholder Agreements
- ❑ Buy/Sell Agreements