Initial Meeting Document Checklist

Eliminate the complexity of your financial and retirement planning as your assets grow.

Make the most of your initial appointment with us – use this checklist to prepare. We will look at your entire financial picture and work with you to build a complete solution that helps you meet your needs. The checklist below details the items we recommend you bring to your first appointment.

General

- Personal financial statement (if you have one)
- Cash flow statement (source and amounts of income and expenses)
- Last year's income tax return
- Social Security statement (projection of future income benefit)
- Family information: names, and birth dates

Most recent investment statements

- Annuities
- Bank
- Brokerage
- Limited Partnerships
- Mutual Funds
- Non-marketable securities
- Retirement accounts: 401(k), IRA, pension, profit sharing, 403(b), Keogh, SEP
- Stock options

Employment

- Retirement Plan information: summary plan description, investment options, current investment allocations, beneficiary designations

Insurance policies **(first page from each policy is sufficient)**

- Life: Group policy specifics and personal policy, if applicable
- Disability: Group policy specifics and personal policy, if applicable
- Long Term Care: Policy terms and description

Estate planning documents

- Will
- Trusts: revocable, irrevocable
- Powers of Attorney: general, limited, durable, springing, health care

Real Estate

- Value of primary residence, vacation property, and rental property, including mortgages, if not documented on financial statement.

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