

Planning Checklist

The following is a list of the information that goes into creating a financial plan. Some of the items may not be applicable to you, so if that is the case please disregard them. In addition, if there is information not encompassed in this list that is relevant to your finances, please provide that to us as well. The more transparency we have to your situation, the better we can identify your options and customize our recommendations.

Assets *(anything you own)*

- ☐ **Retirement account statements** (IRA, ROTH, 401(k), 403b, annuities, etc.) **Please also indicate: current contributions, employer match/contribution if applicable, portion of contributions that are Roth or after tax.**
- ☐ **Non-retirement investment account statements** (Individual/Joint/Trust accounts, annuities, directly held stocks, savings accounts, money markets, certificates of deposit, savings bonds)
- ☐ **Employer accounts** (ESOP, Deferred Comp, Stock Options, Restricted Stock, etc.)
- ☐ **Health Savings Account (HSA) statements** (not flexible spending accounts)
- ☐ **Listing of other investment assets** (ie property, rentals, land, collectibles, business, etc.)

Liabilities *(anything you owe)* Please provide statements or a list of balances including interest rates and maturity dates for the following:

- ☐ Mortgages/Home Equity loans
- ☐ Business loans
- ☐ Credit cards/Personal loans/Auto loans
- ☐ Student loans

Income

- ☐ Recent pay stubs or W-2
- ☐ Latest tax return
- ☐ Information on pension benefits
- ☐ Social Security benefit statements (available online by logging in at myssa.gov)
- ☐ Information on potential future income (ie inheritance, sale of property/business, etc.)

Insurance

- ☐ Life Insurance policies
- ☐ Annuity statements
- ☐ Long-term care policies
- ☐ Information on retiree health benefits (pre-Medicare policies)

Estate Planning Documents

- ☐ Trust(s)
- ☐ Will(s)
- ☐ Power of Attorney(s)