



**Our meeting**

Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

Place: \_\_\_\_\_

**Documents needed for our meeting**

**Most Recent Payroll Stub**

- Self
- Spouse

**Income Tax Returns (previous 2 years)**

- Self
- Spouse
- Business

**Current Financial Statements**

- Personal Net Worth
- Monthly Expenses
- Business Balance Sheet

**Financial Plan Analysis**

- Existing Plan
- Existing Needs Analysis

**Wills/Trusts**

- Self
- Spouse

**Insurance/Annuity Contracts, Statements, In-Force Illustrations**

- Life
- Health
- Disability
- Group Insurance
- Annuities

**Divorce Decree/Separation Agreements/Nuptial Agreements**

- Self
- Spouse

**Savings and Retirement Statements**

- Pension Plan/Profit-Sharing
- Keogh/SEP
- IRA/Roth IRA
- Savings
- Mutual Fund/Brokerage Account
- 401(k) annuity/employee-deferred compensation
- Social Security

**Loan Agreement and Amortization Schedules**

- Mortgage
- Other

**Company Benefit Statements/Booklets**

- Self
- Spouse

**Stock Options**

- Statements
- Vesting Schedule

**Business Documents**

- Buy/Sell Agreement
- Deferred Compensation
- Wage Continuation
- Employment Agreement
- Group Benefit Programs
- Other Employee Paid Benefit