

DOCUMENT CHECKLIST



Below is a list of financial documents that are critical to helping us understand your full financial picture. You can upload your most recent statements and documents to our secure client portal in RightCapital. Many of the bank and investment accounts can also be securely linked on the RightCapital portal, which provides us limited, read-only, access to the real-time balances and holdings data we'll need, while saving both of us time tracking down and manually updating your data multiple times a year.

Don't worry if you can't locate something or if it doesn't apply to you. You can also bring paper copies to our meetings.

BANK STATEMENTS

- Checking account statements
- CD, savings account, credit union statements
- Credit card statements (if not paid in full monthly)

INVESTMENT ACCOUNT STATEMENTS

- Taxable Brokerage Account
- Education accounts & Custodial Accounts
- Qualified plan (401k, 403b)
- IRAs and other retirement account statements (457 plan)
- Health Savings Account (HSA)s

Please Also Link These Accounts:
These accounts can usually be securely linked to our planning software, saving you the time and effort of tracking down statements and keeping your data current. This grants us limited, read-only, access.

LIABILITY STATEMENTS

- Mortgage
- Auto Loan
- Student Loans
- Credit Cards
- Private Loans

EMPLOYEE BENEFITS PACKAGES

- Benefits Handbooks
- Summary Plan Descriptions (SPDs)
- Stock options, deferred compensation, or executive level benefit description

INCOME & EXPENSES

- Most recent paystubs
- Annual Living Expenses
- Budget (if you have one)

REAL ESTATE

- Mortgage statements for all real estate holdings
- Home equity loan statements
- Rental agreements

INSURANCE STATEMENTS

- Life
- Disability
- Health
- Long-Term Care
- Homeowners/Auto
- Umbrella (Liability)

INCOME TAX RETURNS

(past 2 years)

- Federal Returns
- State & Local Returns

ESTATE DOCUMENTS

- Wills
- Powers of Attorney
- Advance Directives (Living Wills)
- Beneficiary Designations
- Trust

We take your privacy extremely seriously and maintain strict data security policies to protect it.