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# WEALTH FOCUS SOLUTIONS

## Documents Checklist

The following documents provide information that will be important as we work to create your financial plan. This material will be treated confidentially. We request that you provide copies of the necessary documents for both you and your spouse. If you are unable to make copies, we would be happy to make copies and return the originals to you via overnight mail.

### **Income**

Salary & Incentive Compensation (Cash)  
Most Recent Payroll Stubs  
Other Income

### **Liabilities & Expenses**

Mortgages and other loans statements  
Expense worksheet (see attached)

### **Insurance Statements\***

Life  
Medical  
Disability  
Property / Casualty  
Long Term Care

### **Financial Statements**

Previous Financial Plans  
Income Tax Returns (previous two years)  
Business Balance Sheets

### **Investment Account Statements\***

Savings / Checking / Money Market / CD's  
Mutual Fund & Brokerage Accounts  
529 Plans  
IRA's / 401(k) / Other Retirement Plans  
Annuity Contracts  
Pension Plan  
Deferred Compensation / SERP  
Stock Options / Restricted Stock / ESPP  
Limited Partnerships  
Real Estate & Investment Property  
Other Assets

### **Employer Benefits**

Benefit Statements / Booklets  
Employment Agreement

### **Legal Documents**

Wills  
Trusts & Partnerships

\* Include beneficiary designations for life insurance, IRA's, pensions, 401(k), and other profit sharing plans.