

IMPORTANT DOCUMENTS TO GATHER

INCOME

Pay Stubs for prior 3 months plus December prior year
Copies of Full Tax Returns for 2012, 2011, 2010
W-2 forms for 2012, 2011, 2010
Bonus, stock option, restricted stock, deferred compensation plans
(Provide Summary Plan Description documents if available)
Contracts for Employment, Structured Settlements, Installment Sales due you

RETIREMENT BENEFITS

Social Security statements – do you have both spouses?
Pension Plan statements – such as Money Purchase Pension,
Defined Benefit and Drop Plans
401-k, 403 – b, 457, CSRS, FERS, Military, ASRS, VEBA statements

EXPENSES

Copies of credit cards (1 yr) and personal loan statements
COURT ORDERED PAYMENTS – current or previous marriage
Copies of Checkbook register

HOME and Investment Real Estate

Estimate of Market Value
Mortgage Statements and Home Equity Loan Statements
Property tax assessment
Homeowner's insurance statement
Copy of Net worth Statements used to secure loans
Funeral Plots

INVESTMENTS

ESOP Plans
Mutual Funds and Stocks & Bonds including Savings Bonds
Real Estate Invest Trusts
Annuities – Fixed, Immediate and Variable
Brokerage & Bank Account Statements (1 year prior to Date of Service)
List of Collectibles valued over \$500 – asset value verification if available

LIFE INSURANCE

Copy of policy or declarations page of policy
Copy of last premium statement

BUSINESSES – Sole Proprietor, LLCs, S Corp, C Corp

Appraised Value
Income Statement
Balance Sheet
Tax Returns—3 prior years