Data To Be Collected Worksheet

Client Name:	Date

√	Documents	Additional Information Needed
	Sources of Income	
	Tax Returns & Supporting Documents - Last Two Years	
	Most Recent Paycheck Stubs - For Each Wage Earner	
	Active Pension or Annuity Payment Information	
	Social Security Statements	
	Sources of Cash Flow & Liabilities	
	Mortgage Loan Latest Statement	
	Home Equity Loan Latest Statements	
	Consumer Loan Statements - Credit Card, Auto & Other Debt	
	Retirement, Investment & Other Asset Information	
	Employer Sponsored Retirement Latest Statements (401k, 403b)	
	Prior Year-End (December 31st) Employer Sponsored Retirement Statements	
	Pension Calculations & Retirement Handbook	
	Stock Options Latest Statement	
	Deferred Compensation Latest Statement	
	Brokerage, Mutual Fund, Variable Annuity Latest Statements	
	Bank / Credit Union Statements	
	Limited Partnerships, Business Interests & Notes Receivables	
	Personal Residence Value & Purchase Date	
	Second Home or Investment Property Value & Purchase Date	
	College savings plan ("529") accounts, and other custodial accounts for children	
	Employee Benefits & Other Insurance Information	
	Employee Benefits Booklet & Annual Benefits Statement	
	Most Recent Insurance Policies - Life, Disability, Long-Term Care	
	Most Recent Coverage Statements for Auto, Homeowners, and Umbrella Policies	
	Estate & Legal Information	
	Wills, Trusts, Powers of Attorney, Living Wills	
	Divorce Decree	
	Business Owner Information (Client or Spouse)	
	Latest Profit & Loss, Balance Sheet Statements & Business Agreements	
	Previous Year-end Profit & Loss and Balance Sheet Statements	
	Other	
	Additional documents that you feel would be relevant to your plan	

Gather the most recent documents available, unless noted otherwise.