

# DATA GATHERING CHECKLIST

NAME \_\_\_\_\_

## BRING WITH YOU TO OUR DATA GATHERING MEETING

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed copy of "Client Information."</li> <li><input type="checkbox"/> Completed copy of "Financial Independence Plan."</li> <li><input type="checkbox"/> Completed copy of "Net Worth Analysis."</li> <li><input type="checkbox"/> Completed copy of "Client Risk Tolerance Profile."</li> <li><input type="checkbox"/> Completed copy of "Information Release Form."</li> <li><input type="checkbox"/> If applicable, complete the, "Business Checklist"</li> <li><input type="checkbox"/> If applicable, complete the, "Private Real Estate &amp; Limited Partnership Checklist"</li> <li><input type="checkbox"/> Other _____</li> <li><input type="checkbox"/> Latest paycheck stubs and bank statements.</li> <li><input type="checkbox"/> Last two years federal and state income tax returns</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent statement of life and health insurance policies (including life, disability income, major medical, nursing home)</li> <li><input type="checkbox"/> Latest estate planning documents (e.g., will, power of attorney, trust documents)</li> <li><input type="checkbox"/> Most recent Social Security statement</li> <li><input type="checkbox"/> All pertinent information regarding mortgages/loans (i.e., original balance, interest rate and term)</li> <li><input type="checkbox"/> All pertinent information (most recent statements) on present investments such as stock, bonds, mutual funds, certificates, CDs,</li> <li><input type="checkbox"/> Latest employee benefit manual/statements and retirement plan statement</li> <li><input type="checkbox"/> Information on unique financial events or situations such as a major purchase, debt refinancing, expecting inheritance, etc.</li> </ul> |
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## RANK IN ORDER OF IMPORTANCE

- |                             |                    |
|-----------------------------|--------------------|
| _____ Estate Planning       | _____ Other: _____ |
| _____ Retirement Planning   | _____ Other: _____ |
| _____ Income Tax Planning   | _____ Other: _____ |
| _____ Investment Management | _____ Other: _____ |
| _____ Protection Planning   |                    |