DEFINE FINANCIAL

Information Needed Checklist

Please gather the following documents so can begin to organize, analyze and help you prepare for your financial journey!

Assets

- ☐ 401(k), 403(b), 457/TSP, Keogh, Def. Comp.
- ☐ Employer Match for Company Retirement Investment Accounts (401(k), 403(b), etc.)
- ☐ Investment menu with fund expenses for Company Retirement Plans (401(k), 403(b), etc.)
- ☐ Mutual fund statements
- ☐ Pension, profit sharing statements
- ☐ 529 / College savings plan statement
- ☐ Health Savings Account (HSA) statement
- ☐ Brokerage Account statement
- ☐ IRA Account statement
- ☐ Checking, Savings account, CD statement
- ☐ Permanent Life Insurance statement
- ☐ Annuity statement
- ☐ Stock Options, Restricted Stock Units (RSU), etc. statement
- ☐ Money Market account
- ☐ Notes receivable
- ☐ TreasuryDirect.com statement
- ☐ Social Security statement
- ☐ Annual Savings Rates ($) for Investment Accounts
- ☐ Rental Property Income & Expenses

Insurance

- ☐ Life Insurance contract
- ☐ Disability Insurance contract
- ☐ Long-Term Care Insurance contract
- ☐ Automobile Insurance statement
- ☐ Renter's Homeowner's Insurance statement
- ☐ Earthquake Insurance statement
- ☐ Medical Insurance statement of benefits
- ☐ Umbrella Insurance statement
- ☐ Professional liability statement
- ☐ Employee Benefits Statements

Estate

- ☐ Will
- ☐ Trust document
- ☐ Side letter of instruction
- ☐ Living Will / Five Wishes / Advanced Health Care Directive
- ☐ Power of Attorney
- ☐ Marriage Settlement Agreement (MSA)
- ☐ Medical Release of Information

Liabilities

- ☐ Mortgage statement, including term, rate, payment, balance and date of loan
- ☐ HELOC statement
- ☐ Credit card statement
- ☐ Student loan statement
- ☐ Auto loan statement
- ☐ Other debt statement
- ☐ Credit Report

Tax

- ☐ Previous Year Tax Return
- ☐ Year End W-2 & a recent pay stub
- ☐ Business tax return
- ☐ Estimated Taxes
- ☐ Property Taxes

Cash Flow

- ☐ Previous year's expenses
- ☐ Current year budget

Misc.

- ☐ *Risk Tolerance* Quiz: https://www.definefinancial.com/risk-questionnaire/