# Comprehensive Personal Financial Planning Checklist

The following questionnaire is designed to expedite our efforts in completing your Comprehensive Financial Planning Report. Whether you are a new or established client, this questionnaire is extremely helpful in the development of your program.

**Please Provide the Following Information:**

- [ ] 1. Copies of your last two years' income tax returns.
- [ ] 2. Copies of money market or cash management account statements.
- [ ] 3. Copies of two recent paycheck stubs.
- [ ] 4. Copies of any personal retirement account statements, such as IRA, 401(k), etc.
- [ ] 5. Copies of any educational accounts you have established for your children, such as 529 plans, Coverdell IRAs, UTMAs, etc.
- [ ] 6. Your most recent brokerage firm statement(s). Note: It is not necessary to provide D.A. Davidson statements.
- [ ] 7. Detailed information regarding securities (stocks, bonds, etc.) consisting of security descriptions, cost bases, acquisition dates, maturity dates, etc. not included in statements already provided.
- [ ] 8. Any recent insurance analysis or the specific policies covering your life, health, liability (personal umbrella and D&O), accident and disability, homeowners, and automobile.
- [ ] 9. Any recent company-provided benefit statements regarding your specific employee benefit package, including investment alternatives within your company plans, your current investment allocation (e.g., pension/profit sharing plans and your current balances therein, etc.), and your current stock option statement(s), including vesting information.
- [ ] 10. Copies of any partnership agreements and income projections.
- [ ] 11. Detailed information regarding syndications, oil interests, or any other business interests.
- [ ] 12. Any other relevant information regarding your personal financial situation.
- [ ] 13. A copy of your current Will.
- [ ] 14. Copies of Powers of Attorney and Directive to Physicians (Living Wills).
- [ ] 15. Copies of any trust agreements and latest statements.
- [ ] 16. Copies of any other legal documents (e.g., pre-nuptial agreements, buy/sell, split dollar, etc.).
- [ ] 17. Copies of your latest gift tax return, if applicable.
- [ ] 18. Copies of your latest statement from the Social Security Administration.
- [ ] 19. Copies and/or descriptions of any liabilities

If you do not have access to a copy machine, we are happy to copy your original documents and return them to you.