Financial Document Checklist

- ☐ Tax returns (both Federal and State) for the last 3 years (including all schedules)
- ☐ All 1099s from latest tax year (dividends, interest, capital gains, miscellaneous)
- ☐ Credit Report
- ☐ Most current earnings statement (pay stub)
- ☐ Checking and savings account statements
- ☐ Home mortgage statement
- ☐ Other loan documents (2nd mortgage, home equity loan, margin loans, unsecured loans, etc.)
- ☐ Household utilities statements (fuel, cable, phone, etc.)
- ☐ Credit card statements
- ☐ Investment account statements (most recent) including cost basis and date for each asset in your taxable accounts
- ☐ List of personal or separate property
- ☐ Inventory of antiques, collectibles and other valuable items
- ☐ Deeds for real estate
- ☐ Social Security Benefit statements
- ☐ Retirement plan account statements (IRA, 401k, 403b, etc.)
- ☐ Pension Plan information: Employee plan booklet, current value, projected benefits and start date of benefits, cost of living adjustments, vesting schedule
- ☐ Employee stock option summary or grants
- ☐ Deferred compensation information: Plan description, values restrictions
- ☐ Employee benefits booklet
- ☐ Annuities, including prospectus and contract if available
- ☐ Life insurance policies (including cash values if any, death benefits, owner of policy, insured and beneficiaries)
- ☐ Disability policy
- ☐ Long term care policy
- ☐ Auto insurance policy
- ☐ Homeowner's/Renter's insurance policy
- ☐ Umbrella (excess liability) policy
- ☐ Recreational vehicle insurance policy (boat, airplane, etc.)
- ☐ Trust documents
- ☐ Wills (living and other)
- ☐ Powers of Attorney (health care, financial, other)
- ☐ Business Profit and Loss Statement (Income and Expenses)
- ☐ Business buy/sell agreements
- ☐ Business tax returns (partnership, corporate)
- ☐ Prenuptial or postnuptial agreements
- ☐ Divorce decrees and/or property settlements (from previous marriages)
- ☐ Court mandated child support minimums
- ☐ Notice of temporary Spousal Maintenance
- ☐ Copies of all legal paperwork filed to date for your case