ATTACHMENT II

DATA & DOCUMENTS CHECKLIST

Note: Check the items applicable to your situation and bring all pertinent information for all family members to your **Data Gathering appointment.**

APPLICABLE	OBTAINED	**PERSONAL INFORMATION**
____________	____________	Family names, birthday, year(s) in school
____________	____________	Social Security
____________	____________	Attorney's name, address, phone #
____________	____________	Tax Prepayer's name, address, phone #
____________	____________	Premarital agreements, separation agreements, divorce decrees, wills/codicils trust agreements
		EMPLOYMENT INFORMATION
____________	____________	Last 2 detailed paycheck stubs
____________	____________	Summary plan descriptions for:
____________	____________	Group Life Insurance
____________	____________	Group Medical/Dental Insurance
____________	____________	Group Disability
____________	____________	Pension/profit sharing plan(s)
____________	____________	ESOP/stock option plan(s)
____________	____________	Thrift/401(K) plan(s)
____________	____________	Deferred compensation plan(s)
____________	____________	Tax sheltered annuities/TSA's
____________	____________	Account statements (for above plans)
____________	____________	Annual benefits summary statements
		INDIVIDIAL INSURANCE POLICIES
		(Including recent premium, loan & dividend statements)
____________	____________	Life
____________	____________	Annuities
____________	____________	Disability

APPLICABLE	OBTAINED	**<u>INDIVIDUAL INSURANCE POLICIES</u> (cont'd)**
____________	____________	Hospitalization/major medical
____________	____________	Homeowners/renters
____________	____________	Automobile
____________	____________	Other property
____________	____________	Liability umbrella
		INVESTMENT RECORDS
____________	____________	Personal financial statement
		Account statements for:
____________	____________	Banks, CDs, (include yield & maturity date) brokerage accounts (purchase prices, dates purchased, splits, etc.)
____________	____________	Mutual fund/dividend reinvest accounts
____________	____________	IRA/Keogh/pension accounts
____________	____________	Partnership agreements
____________	____________	Loan & Mortgage agreements (balances, original amounts, interest rates, term(s), payment(s)
____________	____________	Savings Bonds
____________	____________	Prospectus/offering memorandum
____________	____________	Transaction confirmations, correspondence, K-1's
____________	____________	Personal property values (furniture, autos, misc.)
____________	____________	IRA/Keogh plan description (5500's)
____________	____________	Real estate (original cost, market value, date acquired, original mortgage amount, mortgage term, interest rate, taxes, payment)
____________	____________	Real estate rental properties (same as above plus rents, expenses & insurance policies)
		TAX RETURNS
____________	____________	Federal & State income tax for last 2 years
____________	____________	Federal gift tax returns
____________	____________	Details on quarterly tax estimates
____________	____________	Income & deduction estimated for current tax preparation

APPLICABLE	OBTAINED	**MISCELLANEOUS**
___________	___________	Information on present or anticipated inheritances
___________	___________	Completed Budget/Spending Plan worksheet (Ours)
		BUSINESS OWNERS
___________	___________	Copies of corporate returns, federal & state
___________	___________	Copies of partnership agreements or articles of incorporation
___________	___________	Copies of latest business financial statements
___________	___________	Copies of buy and sell, stock redemption, split dollar and other agreements
___________	___________	Value of business and stock or ownership
___________	___________	Qualified retirement deferred compensation plan(s), documents & statements
___________	___________	Business insurance coverage