Legacy Financial Planning, Inc   815-786-7851   Fax 815-786-7861

Document Checklist

Client Name(s) ___________________________________ Date: ______________________

1. This list of documents is needed by us to thoroughly review and prepare for our financial planning meetings.

	Document, Item, or Statement	Required If Applicable (√)	Received
1	Employer pay stubs covering list three consecutive months.		
2	Installment sales contracts owed to you that include current balance, rate, payment, and term.		
3	Information and statements on any regular bonus programs and deferred compensation programs.		
4	Stock option statements that include type, grant date, # of shares, strike price and vesting date.		
5	Income tax returns for the past three years including 1040 form and all schedules		
6	Current statements for all non-retirement investment accounts including stocks, mutual funds, bonds, bank, money market, etc.		
7	Purchase price or cost basis for all non-retirement securities if not listed on the current statement supplied.		
8	Current statements for all retirement accounts including IRA, 401k, 403b, 457, etc. For active employer accounts also supply the percent of dollar amount of employee and employer contributions.		
9	Pension plan statement and plan description, along with a projection of benefits at planned retirement dates and alternative dates you want to explore.		
10	Statements of all accounts owned by or held in trust by you for minor children.		
11	Wills, Powers of Attorney, Trusts, and all other estate planning documents.		
12	Contract and current statement for all life, annuity, disability, and long term care insurance policies.		
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