EWS DOCUMENT CHECKLIST

PLEASE READ: All documents/information are kept confidential. **If you intend to email this confidential information, let us know and we'll create a Drop Box for you.** PLEASE do not email any of this information as an attachment to an email. While we take every precaution to safeguard confidentiality once we receive your data, we will not be responsible if your personal data is captured via e-mail transmission.

Tax Information

- ☐ Most current tax return including W2's
  *ask about a free CPA tax return review [up to 3 yrs]
- ☐ Other records of income including trust tax returns
- ☐ Business tax returns

Insurance Information

- ☐ Social Security report showing benefits - for most current data, go to **www.SSA.gov**
- ☐ Auto/Home/Umbrella declaration pages
  ask about analysis for best coverage and rates
- ☐ Life insurance policies/statements – all family members cash and death values, premiums, beneficiaries
- ☐ Disability policies/coverage
- ☐ Long Term Care policies/coverage

Current Saving and Investments

- ☐ Checking and savings
- ☐ CD's
- ☐ Money Market Accounts
- ☐ Brokerage Accounts
- ☐ Stocks/Bonds/Mutual Funds
- ☐ Trust Accounts
- ☐ Annuities

Individual Retirement Acct

- ☐ IRA, ROTH IRA, SEP Statements

Legal Information

- ☐ Wills
- ☐ Trusts
- ☐ Divorce Agreement
- ☐ Power of Attorney documents

College Planning Info

- ☐ FAFSA
- ☐ CSS Profile

Employee Benefit Information

- ☐ Current paycheck stub(s)
- ☐ Group Health Benefit(s)
- ☐ Group Life Benefit(s) with beneficiary info
- ☐ Group Disability Benefit(s)
- ☐ 401k, 403b, 457, TSP Statement(s)
- ☐ Pension information/projections

Mortgage and/or Home Equity

- ☐ Current mortgage statements showing balance due, interest rate, principal, interest, escrow payments and extra principal payments

Other Debt Information

(balance, interest rate, terms)

- ☐ Auto
- ☐ Other Loans
- ☐ Credit Cards

Business Owner Information

- ☐ P&L; Balance Sheet, Business Asset Value
- ☐ Number of Employees
- ☐ Buy Sell Agreements