# WARWICK PARTNERS
## Document Checklist

*Please be thorough. Lack of thoroughness in this phase of the planning process significantly delays the preparation of your plan. To make it easier, bring in or send your originals. We'll make copies and return the originals.*

### *NON -RETIREMENT* ASSETS

- ❒ **Bank Accounts** – most recent statements
- ❒ **Certificates of Deposit** – most recent statements and purchase information (if available)
- ❒ **Brokerage Accounts** – most recent statements and purchase information (if available)
- ❒ **Mutual Fund Accounts** – most recent statements and purchase information (if available)
- ❒ **Non-retirement annuities** – most recent statement and the original annuity contract.
- ❒ **Cost Basis Information** – what you paid for any investments in your brokerage or mutual fund accounts
- ❒ **Custodial/Education Accounts for minors** – most recent statements and purchase information
- ❒ **Lease agreements** – if you own rental property
- ❒ **Notes Receivable** – if others owe you money - provide the promissory note and amortization schedule.
- ❒ **Real Estate Owned** – Detailed description (found in deed of trust) and fair market value of home, land or rental property

### *RETIREMENT* ASSETS

- ❒ **Account Statements** – Most recent IRA, 401K, 403(b), TRS, pension or any other retirement account.
- ❒ **Deferred Compensation Agreements** – if applicable
- ❒ **Social Security** – Estimated Benefits Statements from the Social Security Administration
- ❒ **Beneficiary Designations** – provide all primary and secondary beneficiary designations for all retirement accounts

### *DEBTS*

- ❒ **Mortgage notes** - for ***all*** real estate owned – include a copy of the original notes and amortization schedule, if available
- ❒ **Automobile** loan and/or lease agreements
- ❒ **Any other debt** – Credit Card, Home Equity Loans, Student Loans, loans to friends and family, RV's, boats, etc.

### *TAX* INFORMATION

- ❒ **Federal/State Income Tax** - returns (Form 1040), State and Local Tax returns (if any), and W-2's for the last year
- ❒ **Two most recent paycheck stubs**
- ❒ **Children's tax returns for the most recent year -** if applicable
- ❒ **Real Estate Tax** – most recent statement from tax assessor/collector for all properties owned
- ❒ **Gift tax returns** filed since 1976 (if any)
- ❒ **Trust federal income tax return** (Form 1041 and K-1), if any

### *INSURANCE* INFORMATION

***Please provide original policies and most recent premium notices, declaration pages and annual policy statements, in-force illustrations or re-projections of benefits.***

- ❒ Homeowner's or Renter's (all properties owned)
- ❒ Umbrella
- ❒ Nursing Home/Long-Term Care
- ❒ Disability
- ❒ Hospitalization/Major Medical
- ❒ Dental Plan
- ❒ Vision Plan
- ❒ Automobile (all vehicles)
- ❒ Rental Property
- ❒ Life (primary & secondary beneficiary designation also)
- ❒ Business Overhead
- ❒ Professional Liability
- ❒ Marine or Aircraft
- ❒ Other____________________________

### *ESTATE PLANNING* DOCUMENTS

- ❒ Wills
- ❒ Durable Powers of Attorney
- ❒ Revocable and/or Irrevocable Trust Agreements
- ❒ Living wills and/or Durable Powers of Attorney for Health Care

### EMPLOYER INFORMATION

- ❒ Benefits Summary or Handbook
- ❒ Employment Contract or Compensation Summary
- ❒ Printouts of all relevant benefit info from Employer Website
- ❒ Flexible Spending Account (Tax-Saver) detail

### *BUSINESS* INFORMATION (if you own a business)

- ❒ Business federal tax returns for last two years
- ❒ Current business financial statement – P&L, balance sheet
- ❒ Lease agreements for business property
- ❒ Written business plan – if available
- ❒ Buy-Sell Agreements