

## DOCUMENT CHECKLIST FOR FAMILIES

- \_\_\_\_\_ Personal and/or business, Gift (federal Form 709) or Federal estate (Federal Form 706) tax returns for the most recent two (2) years.
- \_\_\_\_\_ Wills, any trust agreements, powers of attorney, living wills and any documents designating you as a beneficiary, custodian, executor or trustee.
- \_\_\_\_\_ Warranty deeds to all real estate. Copies of mortgage note(s) with terms of mortgages and cost basis information.
- \_\_\_\_\_ List of all securities owned, date of purchase, cost basis and specific name of owner. (Include copies of most recent brokerage statements and/or investment management statements).
- \_\_\_\_\_ Summary of employment related benefits: medical, group life insurance, pension/profit-sharing or 401(k) plans, employment contracts, non-qualified deferred compensation agreements, stock options, buy/sell agreements, etc.
- \_\_\_\_\_ Employee Benefit Booklets--Employer Related and Annual Statement outlining Pension Benefits such as joint and survivor options.
- \_\_\_\_\_ If currently employed, copies of three consecutive pay stubs, base salaries and anticipated bonuses (if applicable) for the current tax year.
- \_\_\_\_\_ Insurance policies. You may lend us the originals and we will copy and return. Included should be: Life, Disability, Automobile, Homeowners, Excess Liability, Long-Term Care, Annuity Contracts, etc.
- \_\_\_\_\_ Separation, divorce and pre/post-nuptial agreements.
- \_\_\_\_\_ Stock option agreements including a summary of exercised, unexercised and outstanding options. Include all cost basis information.
- \_\_\_\_\_ Fiduciary tax returns (Federal Form 1041) if applicable. This might involve a trust of which you are a beneficiary or a trustee.
- \_\_\_\_\_ Any other document you would like us to be aware of during our review, including limited partnership agreements, contracts for sale, installment notes, receivables, etc.

**NOTE:** Not all of these items will be applicable to all clients. However, we do require these documents for our files and your assistance in locating and photocopying them would be greatly appreciated. When questions arise, please call us for assistance.

