Document Gathering List

Please check all that apply and provide at your Data Gathering Meeting.

Assets

- [ ] Current Bank Account Statements
- [ ] Current Investment Account Statements - Balance & Holdings
- [ ] Current Market Value of Real Estate (Personal & Investment) & Addresses
- [ ] Current Market Value of Vehicle(s) Owned & Year/Make/Model
- [ ] Current Market Value of Business(es) Owned

Liabilities

- [ ] Current Balance on Mortgage(s) and/or Home Equity Line of Credit
- [ ] Current Balance on Credit Card(s)
- [ ] Current Balance on Consumer Loans (Auto, Personal, Student, etc.)

Insurance (Group and Personal Policies)

- [ ] Current Statements or Policy Summary or Confirmation of Benefits

Employer-Sponsored Retirement Plans

- [ ] Current Statements (401k, 403b, Pension, etc.) - Balance & Holdings
- [ ] List of Investment Choices Offered
- [ ] Pension Projection at retirement age

Beneficiaries

- [ ] Beneficiary Election for each Investment Account, Retirement Plan, and Insurance Policy

Estate Plan

- [ ] Current Estate Plan Documents (Will, Powers of Attorney, Trust, etc.)

Education Funding

- [ ] Current Statement for Education Account(s) (529, ESA, UTMA, etc.)

Cash Flow

- [ ] Copy of Last 2 Paystubs from each Employer
- [ ] Itemized List of Monthly and/or Annual Expenses

Taxes

- [ ] Copy of Last 2 Federal and State Tax Returns

Social Security

- [ ] Current Social Security Statement

Personal Data Questionnaire

Client #1 Full Name	Date of Birth	Social Security Number	Driver's License Number
Client #2 Full Name	**Date of Birth**	**Social Security Number**	**Driver's License Number**
Street Address			**Phone Number**
City		**State**	**Zip**
Client #1 Email Address		**Client #2 Email Address**	

Children and Dependents

Name	Relationship	Date of Birth	Social Security Number

Parents & Siblings

Name	Relationship to Client #1 or #2	Living: Yes or No	Age	Health

Additional Family Facts

Date of Marriage	Pre-Marital Agreement?	Explain	
Client #1 Previously Married?	State	Yr. Terminated	Death or Divorce?
Client #2 Previously Married?	State	Yr. Terminated	Death or Divorce?

Community property state(s) in which Client #1 has lived - AZ / CA / ID / LA / NV / NM / TX / WA

Community property state(s) in which Client #2 has lived - AZ / CA / ID / LA / NV / NM / TX / WA

Employment Data

Client #1	Job Position/Title	Employer Name
	Employer Address	
	Business Phone Number	
	Base Salary This Yr.	Est. Bonus/Commissions This Yr.
	Base Salary Next Yr.	Est. Bonus/Commissions Next Yr.
	Paycheck Frequency	W-4 Election - Federal & State
Client #2	Job Position/Title	Employer Name
	Employer Address	
	Business Phone Number	
	Base Salary This Yr.	Est. Bonus/Commissions This Yr.
	Base Salary Next Yr.	Est. Bonus/Commissions Next Yr.
	Paycheck Frequency	W-4 Election - Federal & State

Other Income

Pension - Client #1

Monthly Amount | **Employer Name**

Pension - Client #2

Monthly Amount | **Employer Name**

Social Security - Client #1

Monthly Amount

Social Security - Client #2

Monthly Amount

Current Retirement Plan Contributions

Client# 1

Traditional IRA

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Roth IRA

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Employer-Sponsored Retirement Plan

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Retirement Plan Match Formula

Client# 2

Traditional IRA

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Roth IRA

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Employer-Sponsored Retirement Plan

Actively Contributing: Yes or No | **Yearly Contribution: $ or %**

Retirement Plan Match Formula

Detail of Monthly Living Expenses

Expenditure	Monthly Amount	Periodic Amount
Mortgage Payment (Principal & Interest Only)		
Homeowner's Insurance		
Real Estate Taxes		
Rent		
Home Maintenance/Supplies		
Lawn/Pool/ Snow Service		
Electric/Gas Bills		
Water		
Landline Phone		
Cell Phone		
Car Payment		
Gas		
Car Insurance		
Maintenance/Repairs		
Taxes/Tags		
Parking/Public Transportation		
Doctor/Dentist/Vision Expenses		
Prescriptions		
Cafeteria Plan		
Food - Groceries		
Food - Eating Out		
Cable TV		
Baby Sitters		
Activities: Movies/Zoo/etc		
Hobbies/Clubs		
Vacation		
Cash Reserve Savings		
Clothing		
Allowances		
Banking/Checking Expenses		
Charitable Contributions		
Dry Cleaning		
Gifts - Bday's/Wedding/Grads/etc		
Hair/Beauty Shop		
Household Items		
Job Expenses		
Pets		
Personal Care (Target/Wal-Mart)		
Political Contributions		
Safe Deposit Box Rental		
Subscriptions/Books		
Stamps/Envelopes		
Kids' Tuition/Lunches		
Kids' Activities		
Day Care		
Tutor		
Child Support		
IRA Contributions		
401k/403b Contributions		
Financial Planning Fees		
Accountant Fees		
TOTALS		

Cash & Retirement Assets

	Institution Name	Current Value: Jointly Held	Current Value: Client #1	Current Value: Client #2	Current Value: Children
Checking Account					
Checking Account					
Savings Account					
Savings Account					
Credit Union					
Savings Bonds					
Savings Bonds					
Certificate of Deposit					
Certificate of Deposit					
Certificate of Deposit					
Certificate of Deposit					
Certificate of Deposit					
Money Market					
Roth IRA					
Roth IRA					
IRA					
IRA					
Vested Profit Sharing/Pension					
Vested Profit Sharing/Pension					
Retirement Plans (401k, TSA, Keough)					
Retirement Plans (401k, TSA, Keough)					
Employee Stock Purchase Plan (ESPP)					
Employee Stock Purchase Plan (ESPP)					
Stock Options					
Stock Options					
Personal Fixed or Variable Annuity					
Personal Bond Investments					
Personal Stock Investments					
Personal Mutual Fund Investments					
Business Value					
Other					
Other					
Other					
Other					
Other					
Totals:					

Real Estate Assets

	Purchased: Year	Price	Current Market Value	Current Debt Balance	Interest Rate	Years Remaining	Monthly Principal and Interest	Equity Value (Value-Debt)
Your Residence								
Other Home								
Other Home								
Land								
Land								
Land								
Other								
Other								
Other								
Totals:								

Miscellaneous Personal Property

	Year/Make/Model	Estimated Market Value
Automobile # 1		
Automobile # 2		
Automobile # 3		
Motorcycle		
Boat		
Trailer		
Other		
Other		
Total:		

Other Debt & Lines of Credit

	Interest Rate	Monthly Payment	Months Remaining	Unpaid Balance
Equity Line of Credit				
Equity Line of Credit				
Car Loan				
Car Loan				
Student Loan				
Credit Card				
Credit Card				
Credit Card				
Other				
Other				
Other				
Totals:				

Insurance Policies

Life Insurance

Name of Insurance Company	Family Member Insured	Type of Policy	Total Annual Premiums	Current Cash Value	Policy Loans	Amount of Death Benefit	Year of Expiration

Disability Insurance

Name of Insurance Company	Family Member Insured	Waiting Period	Total Annual Premiums	Amount of Monthly Benefit	Length of Benefit

Health & Long-Term Care Insurance

Name of Insurance Company	Type of Coverage	Family Members Insured	Total Annual Premium	Maximum Out of Pocket	Maximum Benefit	LTC Only Waiting Period	LTC Only Length of Benefit

CURRENT BENEFICIARY INFORMATION

Retirement Assets

Account Description	Owner	Primary	Contingent

Insurance

Policy Description	Owner	Insured	Primary	Contingent