NORTON
FINANCIAL CONSULTANTS

Documents Needed For Review (Personal)

Please gather the following documents and information for our next meeting.

1. Income Tax Returns for the last year, Federal and State.
2. Most recent pay check and any bonus check or pension check information/summary (check stub).
3. A listing of all assets and a copy of all bank, retirement plan and investment statements, showing date purchased, original cost basis, (if applicable.)
4. A List of all liabilities, such as personal loans, auto loans, credit cards, mortgage(s), containing the principle outstanding, loan interest rate and terms. (Copies of Loan Agreements are acceptable.)
5. Personal Financial Statements, Including Annual Budget (from worksheet provided, or other format.)
6. Social Security Benefit Summary OR Statement of Earnings and Estimated Benefits, (received annually from the Social Security Administration approximately 3 months prior to your birthday.)
7. Employee Benefits Summary Description for all employment related benefits, (Retirement Plan, Group Insurances, Flex Spending Fund, Deferred Compensation Plan Agreements, Key Man Insurance and any other benefits.)
8. All Employer Sponsored Stock Option, Restricted Stock or Stock Purchase Plan information, Plan Documents, or Agreements.
9. All Life Insurance Contracts, Disability and Long Term Care Contracts.
10. All Casualty Insurance (Coverage Selections Page or Policy for Auto, Home, Umbrella Liability Policies.)
11. Any Previous Insurance Proposals, Estate Plan Analysis proposed by other Advisors such as your Attorney, Accountant or Insurance Agent.
12. Copies of your Will(s), Trust(s), Health Care Proxy, Durable Power of Attorney.
13. Gift Tax Returns, (if ever filed.)
14. Uniform Gift to Minor Accounts, UFund College Savings Plan (529 Plan), list of Children's Savings Bonds.
15. Pre-Marital Agreements and/or final Divorce Decree.
16. Property Agreements.
17. Any Additional miscellaneous documents having a bearing on Financial Planning.