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Document Checklist

Personal Documents

___ Case Information Statement (If applicable)
____Personal Financial Statement
___ Monthly Budget
___ Liabilities (Mortgages, Personal Loans, Student Loans, Credit Cards, etc.)
___ Real Estate (Liens, Cost Basis, Property Titling, Date Acquired)
___ Mortgage Information (Balance, Interest Rate, Payment, Taxes, Insurance)
____Monthly or Quarterly Investment Reports or Statements
___ Bank Statements (3 years including cancelled checks)
____Life Insurance Policies & current statement of values, if available
____Disability Insurance Policies & current statement, if available
____Accident & Health Insurance Policies
____Form 1040 Income Tax Returns (3 years), including Form K-1
____Form 709 Gift Tax Return
____Current Pay Stub
____Property or Investment Agreements
____Property Settlement Agreements
____Pre / Post Nuptial Agreements
____Retirement Plan Statements / Investment List
___ Frequent Flier Mileage Statements
___ Credit Report
____Other ________________________________

Business Documents

____Balance Sheets
____Profit and Loss Statement
____Group Benefits Booklet
____Retirement Plan Booklet / Document
____Employee Census
____Schedule of Additional Employee Benefits
____Deferred Compensation Agreements
____Employment Agreements
____Business Continuation Agreements (Buy/Sell)
____Corporate Minutes
____Form 1120 Corporate Income Tax Returns (3 years)
____Other Entity Income Tax Returns (3 years)
____Business Life Insurance Policies, with Most Current Statement
____Business Disability Insurance Policies with Most Current Statement
____Any Business Valuation Appraisals
____Other________________________________