RPG Advantage™

Document Checklist

In order to prepare a financial plan, we will need the following documents for review and analysis:

PERSONAL DOCUMENTS

____Will - Husband
___ Will - Wife
___ Trust Documents (as Grantor or Beneficiary)
___ Personal Financial Statement
___ Monthly or Quarterly Investment Reports or Statements
___ Life Insurance Policies & current statement of values, if available
___ Disability Insurance Policies & current statement, if available
___ Long Term Care Insurance Policies
___ Form 1040 Income Tax Returns (2 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 Statement / Investment List
____Debt Schedules (initial balance, interest and term of the debt)
___ Living Expenses (not including taxes, debt payments or non-recurring expenses)
___ 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 (2 years)
___ Other Entity Income Tax Returns (2 years)
___ Business Life Insurance Policies, with Most Current Statement
___ Business Disability Insurance Policies with Most Current Statement
___ Any Business Valuation Appraisals
___ Other________________________________