

# DOCUMENTS CHECKLIST

*The palest ink is better than the best memory*

--Chinese Proverb

## Federal Tax Returns

- Last three years **complete** Federal tax returns (copy)

## Employee Pay Stubs

- Last two pay stubs from your employer(s)

## Investment Statements

- Bank accounts (check, savings, credit union), CDs, stocks, bonds, mutual funds, Annuity statements, college funds, US savings bonds – Bring a Statement from the month you Separated and bring a Current Statement
- Retirement Plan Statements – 401(k), IRAs, SEP-IRA, Simple-IRA, 403(b), 457, Profit Sharing, Stock options, Deferred compensation, Employee stock purchase plan (ESPP) or Employee stock ownership plan (ESOP). Bring a current statement.
- Pension plan statement (if applicable)
- Bring Employment Benefits – medical, dental, vision, 401(k) company match, union dues, mandatory retirement payments (if applicable)

## Social Security

- Bring last social security statement with earning history

## Insurance Policies

- Life Insurance
- Disability
- Long Term Care Statements/Policies
- Auto
- Homeowners/Renters
- Business

## Autos

- Copy of pink slip for each auto, boat, ATVs, that you own
- Full copy of auto policy for leased and bank owned autos or purchase agreement
- Mileage of each car

### Real Property

- Current Market Value of Real Property & Timeshares
- Date of purchase and cost of purchase
- Capital improvements on each property since purchase (summary)
- Copy of Grant Deed (how is title held?)
- List of rental income

### Debt

- Mortgage statements
- Credit Card Statements
- Auto Loans
- Student Loans
- Any other debt

### Business

- Financial statements for business (preferably audited)
- Partnership agreements
- Buy/Sell agreements and Key Man
- Retirement plan documents for the business
- Three years of corporate tax returns

### Misc

- Airline miles and hotel points, Amex points
- Royalties, awards, lottery or gaming winnings
- Furs, rugs, china and sterling
- Furniture – only if it includes antiques, artwork, valuable items
- Collectibles – coin, jewelry, guns, stamps, etc.
- Any separate property? Bring statements