CLIENT DATA CHECKLIST

The listed items below will help us complete your financial plan accurately. Please provide these documents as well as any others you feel might be helpful. We are planning for a lifetime! Do the best you can and keep going. More plans stop here than anywhere else.

Investment Assets

Please provide *current* account statements pertaining to:

- ❑ Checking/Savings/Money Market's/CD's
- ❑ Bonds/Bond Funds
- ❑ Stocks/Stock Funds/Brokerage accounts
- ❑ Mutual Funds
- ❑ Annuities
- ❑ Retirement Plans such as IRA's, SEP's, Keogh's, SIMPLE's

Real Estate Information

We will need a list of:

- ❑ Estimated current market value of any real estate holdings
- ❑ Property Taxes for each property
- ❑ Rental income and expenses on each property

Employer/Company Benefits

Please provide statements, company literature and benefit booklets regarding:

- ❑ 401(k)s, profit sharing plans, pensions, or defined benefit plans
- ❑ ESPP and ESOP plans
- ❑ Stock options – non qualified and incentive options
- ❑ Corporate health, disability, life and long term care insurance

Liabilities

Please provide statements regarding your:

- ❑ Mortgage
- ❑ Auto loans
- ❑ Any other outstanding debt (business or personal)

Income & Expenses

Please provide:

- Copy of two most recent paystubs
- Copy of most recent annual social security statement
- Last two years of tax returns
- Documents pertaining to any other income sources
- Monthly living expenses – itemized – or as close as you can get!

Insurance

Please provide a current statement and if possible a copy of the policy for:

- Life insurance
- Disability insurance
- Long term care insurance
- Property & Casualty (home owners, auto, umbrella, etc.)

Estate Planning

Please provide:

- Copy of current will(s)
- Copy of trust and any ancillary documents (living will, health care directives, power of attorney)

Business Owners

Please provide:

- Last two years business tax returns
- Corporate documents
- Information on current company benefits you offer

Although all of the above may not pertain to you, please remember that the work we do for you is only as complete as the information you provide to us. We will be glad to make copies for you at our data gathering appointment.

Please provide what you can… we will work with you to gather any missing information!

Thank you,

Wealth Management Solutions, LLC

8550 E Shea Blvd * Suite 130 * Scottsdale, AZ 85260 * Tel: 480-609-4334 * Fax: 480-609-4335