Maner Wealth

Document Collection Checklist

Client Name ______________________ **Date** ______________

Financial Planning Priorities

In order of importance, what are your three most critical financial issues today?

1.______________________________

2.______________________________

3.______________________________

Document Checklist

- ○ Income tax returns (most recent)
- ○ Copies of all brokerage, mutual fund, and retirement plan account statements
- ○ Copies of bank account, CD, money market, and savings account statements
- ○ Copies of annuity statements including surrender charge detail as well as living and death benefit rider values
- ○ Cost basis information or date of purchase for all taxable investments
- ○ Company benefit plan details (retirement plan investment choices, employer matching contribution detail, pension payout information, and life insurance, health insurance, and disability insurance detail)
- ○ Current social security statements
- ○ All applicable insurance policies (life, disability, health & long-term care, property & casualty)
- ○ Will and trust documents
- ○ Details on any real estate investment holdings (fair market value, mortgage terms, rental information)
- ○ If applicable:
  - » Buy/sell agreements
  - » Shareholder agreements
  - » Employee stock options
  - » Deferred compensation agreements

Investment advisory services offered through Maner Wealth, a State of Michigan Registered Investment Advisor. Subadvisory services offered through Advisory Alpha LLC, a SEC registered investment advisor.