Verde Wealth Group

Client Documents Checklist

Personal Financial Planning clients are encouraged to assemble all of the following information that applies to them in order to have a more productive Data Collection Interview with their Wealth Advisor. All information will be held in strict confidence.

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| **Personal Planning Documents** |  | **Business Planning Documents** |
| [ ]  Expense Worksheet |  | [ ]  Business Financial Statements (Profit and Loss Statement and Balance Sheet) |
| [ ]  Two Most Recent Paycheck Stubs – Used to verify tax and benefit contribution information |  | [ ]  Business Tax Returns (2 Years) |
| [ ]  Bank Statements (or Quicken Report) – Used to verify expenses & cash flow analysis |  | [ ]  Business Agreements |
| [ ]  Most recent Debit/Credit Card Statements – Used to verify liabilities |  | [ ]  Buy/Sell Agreements |
| [ ]  Most recent Mortgage/Loan Statement *(if applicable)*– Used to verify payoff and interest information |  | [ ]  Deferred Compensation |
| [ ]  Employee Benefit Booklet/Annual Statement [ ]  PIN for Web Site (*optional)* [ ]  Benefit Options that have been selected  |  | [ ]  Split Dollar Agreements |
| [ ]  Retirement Plan Booklet [ ]  PIN for Benefit Web Site *(optional)* [ ]  Retirement Statements such as 401(k), 403(b), Pension, Profit Sharing, TRS, FERS, Government Pension  [ ]  Investment Allocation (if applicable) - all investment choices available *(regardless if selected)* |  | [ ]  Employee Census (Names, Dates of hire, dates of birth, salary, and title) |
| [ ]  Individual Retirement Account (IRA) Statements[ ]  Deferred Compensation Statements and Plan Information[ ]  Annuity Account Statements |  | [ ]  Retirement Plan Summary[ ]  Investment Statements[ ]  Participant List |
| [ ]  Investment/Brokerage Statements |  | [ ]  Business Valuation |
| [ ]  Stock Option, RSU or LTIP Agreements |  | [ ]  Employment Contract |
| [ ]  Copy of Wills & Trust Arrangements | **RECEIPT FOR DOCUMENTS***The undersigned acknowledges receipt of the documents indicated above*.Received By: Date  |  |
| [ ]  Personal Income Tax Return (Prior Year) |  |  |
| [ ]  Personal Insurance Policies (Declarations Pages or policy illustrations) [ ]  Life Insurance [ ]  Health Insurance [ ]  Disability Income [ ]  Personal Liability (Declaration Page) [ ]  Auto (Declaration Pages) [ ]  Homeowners (Declaration Page)[ ]  Umbrella[ ]  Other (Flood, Personal Articles, etc.) |  |  |
| [ ]  Other [ ]  Military Benefits & Pension Info |  | C:\Users\Cynthia\Desktop\Verde Wealth Logo3.jpg |