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 |