IFS group
INTEGRATED FINANCIAL SERVICES

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Document Checklist

Please supply the following statements to reference in your appointment, if available.

Investment/Retirement Documents

- ☐ Bank Statements
  - ☐ Checking
  - ☐ Savings
- ☐ CDs Retirement Savings Plans (Defined Contribution & Defined Benefit)
  - ☐ IRA (Roth, SEP, SIMPLE)
  - ☐ 401(k)
  - ☐ 403(b)
  - ☐ 457 (DCP)
  - ☐ Pensions
- ☐ Non-qualified Retirement Plans
- ☐ Brokerage Accounts
- ☐ Mutual Funds
- ☐ Annuities
- ☐ Individual Securities
  - ☐ Stocks
  - ☐ Bonds
  - ☐ Savings Bonds
- ☐ Options, Warrant Rights, etc.
- ☐ Life Insurance Policies
- ☐ Disability Policies
- ☐ Long Term Care Policies

Estate Planning Documents

- ☐ Power of Attorney
- ☐ Health Care Power of Attorney
- ☐ Wills
- ☐ Living Wills
- ☐ Trust
- ☐ Other Agreement - Prenuptials
- ☐ Recorded Gifts above Unified Credit
- ☐ Executor/Executrix

Employee Benefits Documents

- ☐ Pay Stub
- ☐ Employee Benefits Booklet
  - ☐ Life Insurance – Amount?
  - ☐ Health Insurance – Plan Description?
  - ☐ Disability
    - Long/Short
    - Replacement Percentage
    - Waiting Period/Benefit Period
- ☐ Long Term Care
  - Replacement Percentage
  - Waiting Period/Benefit Period
  - Supplemental – (eg. AFLAC)

Business Documents

- ☐ Business Agreements
- ☐ Buy-Sell Agreement
- ☐ Federal & State Tax Returns
- ☐ Income Statement
- ☐ Balance Sheet
- ☐ Previous Business Valuation
- ☐ Employee Census

Tax/General Planning Documents

- ☐ Tax Returns
  - ☐ Current
  - ☐ Previous Year
- ☐ Monthly Budget
- ☐ Social Security Estimate
- ☐ Lock Box