

Important Papers and Document Checklist

Disclaimer: This is a list on many Important Papers and Documents that may be important to you and your circumstances. However, not all documents are needed for every individual and every circumstance.

So, don't worry, we will begin with what you have and move forward from there. – Jennifer

Names, addresses, birthdate & contact information

- Self
- Children
- Dependents
- Other designated important people

Names, addresses & contact information

- Accountant/CPA
- Attorney
- Financial Advisor/CFP
- Securities broker
- Doctors
- Pharmacies

Other important information

- List of medications
- List of online accounts & institutions
- List of usernames and passwords

Cash Flow Planning

- Bank statements for savings
- Bank statements for checking
- Mortgage statements.
- Statement for personal loans or line of credit
- Household related bills
 - Water/Sewer
 - Electricity
 - Lawn care
 - Pest control

- Home owner's association
- Security
- Estimated tax payments
- Medical
 - Home health care
 - Prescription
 - Doctors
- Credit card
- Charitable contributions

Your family's security

- Health insurance policy
- Life insurance policy statement & beneficiaries
- Disability policy
- Extended care or critical illness insurance policy
- Long term care policy
- Auto insurance policy
- Homeowner's insurance policy
- Flood insurance policy
- Umbrella policy

Estate planning - personal

- Principal residence ownership
- Current copy of Will
- Current copy of Power of attorney
- Trust document
- Deeds to all property

Investment Documents

- Brokerage account statements
- Mutual fund statements
- Trust company statements
- Bank statements pertaining to investments
- Stock certificates
- Bond certificates
- Annuity contract statements

Retirement Planning

- Retirement pension plan statements
 - Private/public pensions
- Employer's qualified retirement plan statements
 - (401(k), 403(b) etc.)
- Individual retirement accounts (IRAs) statements & beneficiary information
- Non-qualified retirement investments statements
- Social security annual benefits statements
- 529 plan statements
 - College saving plan

Tax Planning

- Tax returns previous 7 years
- All property tax receipts
- Documents for holding companies or Limited partnership