CORNER STONE
Financial Planning

Documents Checklist

Please provide the following items in order to proceed with the planning process:

1. Your driver's license or passport (client and co-client). We will provide you with a CIP Notice.

2. A recent pay stub for each job (client and co-client.)

3. A copy of your most recent tax return including schedules and W-2s.

4. Bank and credit union statements.

5. Recent investment account statements – brokerage, mutual fund, education.

6. Retirement plan statements – 401(k)s, 403(b)s, TSAs, IRAs, annuities, profit sharing plans, pension plans, other deferred compensation plans. Please include a statement of fund offerings.

7. An explanation of (or formula for) the employer match to your company retirement plans

8. A list of any non-deductible IRA contributions made in the past (or form 8606 from income tax return).

9. Copies of Declarations Page(s) (the page with coverage and premium details) for all insurance policies (life, auto, home, disability, long-term care, umbrella.)

10. A copy of your estate planning documents (wills, DPOA, living will, health care proxy, trusts.)

11. Company benefits document or booklet, including pension information.

12. Social Security Benefits Estimate statements.

13. Confirmation of Exercise statements for past exercised company stock options.

14. A Stock Option Summary Statement if you own company stock options.

15. Cash Flow Statement

16. Any other documents you think may be helpful in assessing your situation.

Please turn to other side →

Credit Card information:

Credit Card Issuer	Interest Rate	Current Balance	Monthly Payment

Other loan information:

Loan Description (mortgage, home equity line, auto, student, etc)	Current Balance	Inception	Initial Amount	Interest Rate	Loan Term	Monthly Payment