



COMPREHENSIVE MONEY MANAGEMENT

New World Advisors

Document Checklist for Preparation of a Comprehensive Financial Plan

- ___ Completed confidential personal financial profile (8 pages, available on website)
- ___ Completed cash flow worksheet (on website) or list of expenses for past 12 months
- ___ If currently employed, copies of three consecutive pay stubs, base salaries, anticipated bonuses, for each spouse, if applicable for the current tax year.
- ___ Copies of 12 months of credit card and bank statements or provide internet access
- ___ Most recent Social Security Administration benefit statement
- ___ Personal and/or business tax returns for the most recent two (2) years.
- ___ Most recent investment statements (banks, stocks, bonds, mutual funds, IRA, 401(k), 403(b), etc.) or provide internet access. Provide cost basis information if available
- ___ Auto and homeowners insurance declaration pages
- ___ Life insurance, disability, long term care policies and most recent statements
- ___ Annuity contracts and most recent statement
- ___ Signed copies of your current estate planning documents – will, power of attorney, living will, revocable living trust, health care directive, trust agreements where you are a beneficiary, etc.
- ___ Description of beneficiary designations on life policies (including employers), annuities, IRA, 401(k), 403(b), 529 plans, etc.
- ___ Copies of HUD-1 settlement statements related to all real estate purchases. Copies of mortgage note(s) with terms of existing mortgages.
- ___ Copies of loan/lease agreements on automobiles, airplanes and watercraft.
- ___ Summary of employment related benefits, e.g., medical, group life insurance, pension/profit-sharing or 401(k) plans, employment contracts, deferred compensation agreements, stock options, buy/sell agreements, etc.
- ___ Employee benefit booklets and annual statement outlining pension benefits including joint and survivor options.
- ___ Copies of stock option agreements including a summary of exercised, unexercised and outstanding options.
- ___ Any other document you would like us to be aware of during our review, including limited partnership agreements, contracts for sale, installment notes, receivables, etc.