

**ENVISION • PLAN • ACHIEVE** 

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## FINANCIAL PLANNING CHECKLIST

In order to have a better understanding of your current financial situation, please provide as many of the documents listed below as possible.

STATEMENTS	DOCUMENTS
Income:  Most Recent Pay Stub  Client A Client B  Social Security Client A Client B	Other Documents:  Last 2 Years of Tax Returns  Monthly Budget  Will /Trust
Retirement:  Most Recent Statements  401(k) /403(b) /TSA  Client A Client B  IRA / Roth IRA  Client A Client B  SEP / SIMPLE	Insurance Policies:  Contract & Statement  Life  Long Term Care  Disability  Group Insurance
Client A Client B  Pensions / Profit Sharing Plans Client A Client B  Investment: Most Recent Statements	Loans / Debts: Statements  Mortgage First/Second/Line of Credit  Auto Loans  Student Loans  Credit Cards
Annuities - Contract & Statement  Stock Options Statement /ESPP/ESOP  Savings /Checking /Certificate of Deposit  Mutual Fund /Brokerage Account Statements	Business Documents:  Articles of Organization  Operating Agreement  Balance Sheet and Profit & Loss

