**Financial Planning Documentation**

**2018**

1. **Personal and Employment Records**

**\_\_\_ Current Resume**

**\_\_\_ Employee Benefits information**

**\_\_\_ Social Security Numbers**

**\_\_\_ Birth Certificates**

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1. **Money Market Records**

**\_\_\_ Current Budget**

**\_\_\_ Recent Financial Statements**

**\_\_\_ Balance Sheet**

**\_\_\_ Income Statement**

**\_\_\_ Financial Goals**

**\_\_\_ Safe Deposit Box Contents list**

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1. **Tax Records**

**\_\_\_ Pay Stubs**

**\_\_\_ W-2s**

**\_\_\_ 1099s**

**\_\_\_ 1098s**

**\_\_\_ Receipts of other Tax-deductible items**

**\_\_\_ Taxable Income**

**\_\_\_ Past Income Tax Returns (7 Years)**

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1. **Financial Service Records**

**\_\_\_ Check Book**

**\_\_\_ Bank Statements**

**\_\_\_ Cancelled Checks**

**\_\_\_ Savings Statements**

**\_\_\_ Number and Location of Safe Deposit Boxes**

**\_\_\_ Loan Agreements**

**\_\_\_ Loan Payoff Statements**

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1. **Credit Records**

**\_\_\_ Unused Credit Cards**

**\_\_\_ Payment Books**

**\_\_\_ Receipts and Statements**

**\_\_\_ List of Credit Card Issuers**

**\_\_\_ List of Credit Card Account Numbers**

**\_\_\_ List of Credit Card Phone Numbers**

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1. **Consumer Purchases and Auto Records**

**\_\_\_ Warranties**

**\_\_\_Major purchases—receipts**

**\_\_\_ Owner’s Manuals for Major Appliances**

**\_\_\_ Auto service and Repair records**

**\_\_\_ Auto Registrations**

**\_\_\_ Auto Owner’s Manuals**

**\_\_\_ Auto Titles**

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1. **Housing Records**

**\_\_\_ Lease or Mortgage Statements**

**\_\_\_ Property Tax Records**

**\_\_\_ Titles and Deeds**

**\_\_\_ Home Repair records**

**\_\_\_ Home Improvement receipts**

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1. **Insurance Records**

**\_\_\_ Original Policies**

**\_\_\_ Policy Numbers and Names of Carriers**

**\_\_\_ List of Premium amounts and due dates**

**\_\_\_ Medical Information**

**-Health History**

**-Prescription History**

**\_\_\_ Claim Reports**

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1. **Investment Records**

**\_\_\_ Stocks, Bonds, CDs, Mutual Funds Buys/Sells**

**\_\_\_ Certificate Numbers**

**\_\_\_ Brokerage Statements**

**\_\_\_ Dividend Records**

**\_\_\_ Company Annual Reports**

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1. **Estate Planning and Retirement Records**

**\_\_\_ Wills**

**\_\_\_ POAs—Health and Financial**

**\_\_\_ Trust Agreements**

**\_\_\_ Social Security Information**

**\_\_\_ Pension Plan Account information**

**-IRAs**

**-401ks**

**-403bs**

**-Veterans Pension Plans**

**- Other Retirement Accounts**

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1. **Other Important Documents**

**\_\_\_ Marriage Certificates**

**\_\_\_ Death Certificates**

**\_\_\_ Citizenship Papers**

**\_\_\_ Adoption Papers**

**\_\_\_ Custody Papers**

**\_\_\_ Military Papers**

**\_\_\_Serial Numbers of Valuables**

**\_\_\_ Photos of Valuables**

**\_\_\_ Inventory of Personal Property**

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