



## Document Checklist

Throughout the financial planning process, we will need to review many of your documents. This is the list of documents we need to complete a comprehensive financial plan, depending on your unique circumstances. Please submit only those documents that are relevant to your situation. As always, please call or email if you have any questions.

- Past two years of income tax returns
- Recent pay-stubs from your employer
- Pension income, social security income, other income
- Insurance policies, certificates, descriptive booklets, and any policy illustrations:  
Auto\_\_\_ Homeowners\_\_\_ Life\_\_\_ Disability\_\_\_ Umbrella\_\_\_
- Employee benefit booklets
- Medicare options, Supplemental Medicare Policies
- Retirement plan descriptions
- Recent statements from brokerage accounts, mutual funds, and banks
- List of assets
- Liability information: mortgage terms, loans, credit card debt
- Living Expenses Worksheet
- Wills, Living Wills, Powers of Attorney
- Trust agreements
- Divorce and separation agreements
- Formal business arrangements- contracts, partnership or stockholder agreements
- Corporate tax returns for small businesses

You're worth it.

.60 East 8<sup>th</sup> Street, Suite 30N, New York, NY 10003 T 212-677-6100 F 917-591-6702  
Email: [jsh@harmonyfinancial.com](mailto:jsh@harmonyfinancial.com) Website: [www.harmonyfinancial.com](http://www.harmonyfinancial.com)