

**List of Assets and Liabilities**

**Investment Summaries / Account Statements –**

- \_\_\_\_\_ Bonds, Stocks/ Mutual funds, Annuities, CDs
- \_\_\_\_\_ Bank Accounts
- \_\_\_\_\_ IRA's / Roth IRA's
- \_\_\_\_\_ Cash Value Insurance Policies
- \_\_\_\_\_ Stock Option Schedules
- \_\_\_\_\_ Other Investments
- \_\_\_\_\_ Cost Basis for Investments not held at FJY
- \_\_\_\_\_ Market Value of Personal Use Assets (autos, boats, collectibles, etc.)
- \_\_\_\_\_ Balance, Payment, & Financing terms of Liabilities (credit card, auto, student loan, etc.)

**Expected Cash Flows**

- \_\_\_\_\_ Employee Payroll Statement
- \_\_\_\_\_ Self Employment / Investment Income
- \_\_\_\_\_ Bonuses
- \_\_\_\_\_ Rental Income / Royalty Income
- \_\_\_\_\_ Partnership & S Corp Distributions
- \_\_\_\_\_ Pension Statement(s)
- \_\_\_\_\_ Social Security Statement(s)
- \_\_\_\_\_ Annuity Statement(s)
- \_\_\_\_\_ Completed Family Budget Worksheet (attached)  
Similar report from Quicken, Quickbooks, etc. is fine

**Tax Information**

- \_\_\_\_\_ Federal & State Tax Returns – previous two years  
(You may have your tax preparer provide them directly to us.)

**Estate Planning Documents**

- \_\_\_\_\_ Will(s)
- \_\_\_\_\_ Trust Document(s)
- \_\_\_\_\_ Financial Power(s) of Attorney
- \_\_\_\_\_ Health Care Power(s) of Attorney

**Real Estate Documents**

- \_\_\_\_\_ Deed(s) – Tysons, Bethany Beach, Hilton Head, Arlington Condo
- \_\_\_\_\_ Market Value(s)
- \_\_\_\_\_ Mortgage Note(s) or Closing Documents
- \_\_\_\_\_ Year-End Mortgage Statement(s)

**Insurance Information**

- \_\_\_\_\_ Auto declarations pages
- \_\_\_\_\_ Homeowners declarations pages
- \_\_\_\_\_ Umbrella declarations pages
- \_\_\_\_\_ Life insurance policies
- \_\_\_\_\_ Long Term Care insurance policies
- \_\_\_\_\_ Disability policies

**Employee Benefits**

- \_\_\_\_\_ Qualified Retirement Plans
- \_\_\_\_\_ Deferred Comp / Stock Bonus Plans
- \_\_\_\_\_ SEP / Keough
- \_\_\_\_\_ Group Insurance Benefits
- \_\_\_\_\_ Latest Employee Benefits Statement

**Special circumstances**

- \_\_\_\_\_ Family Ltd Partnership Documents & Related Statements
- \_\_\_\_\_ Business Interests & All Related Information
- \_\_\_\_\_ Safe Deposit Box (Bank Name/Contact, Person(s) on Signature Card, Key Location)