Harmony
Financial Advisors

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.

.E jsh@harmonyfinancial.com W harmonyfinancial.com
T 212-677-6100 F 917-591-6702