PFM
PALADINI
Financial Management

Information Request Checklist

Please submit *copies* of the following items with your completed client questionnaire and any other pertinent financial information.

Personal Information

1. Insurance coverage (declaration and premium pages only).
   a. Auto, homeowners and personal umbrella policies
   b. Disability and life insurance policies
   c. Long term care
2. Investment account information (ie 401(k), brokerage statements, etc)
3. College education savings accounts
4. Bank account statements (checking, savings, money market, etc)
5. Wills and estate planning
6. Divorce decrees or separation agreements, if applicable
7. Loan documents (mortgages, auto notes, credit cards, other)
8. Pay-stubs
   a. Most recent year to date stub
   b. Prior year's December 31 stub.
9. Personal income tax returns (federal and state returns for prior two years)
10. Prior financial planning transcripts (3 years)

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Business Information

1. Buy-Sell agreements
2. Employee Manual
3. Insurance coverage (declaration and premium pages only).
    a. Business, liability, and malpractice policies
    b. Errors and Omissions policies
    c. Business overhead insurance policies
    d. Liability (umbrella) insurance policies
    e. Buy-sell insurance polices
    f. Health care policies

Tax/Financial Information

1. Business profit & loss and balance sheets (year-to-date & previous two years)
2. Business tax returns for the previous two years
3. Previous year W2's for all employees
4. Current year to date payroll summary for all employees
5. Lease/Rental information
6. Loan documents
    a. Real estate
    b. Equipment
    c. Working capital
    d. Credit card
7. Partnership or shareholder agreements
8. Pension plan administration – past two years
9. Pension plan documents, and amendments