

DOCUMENTATION CHECKLIST

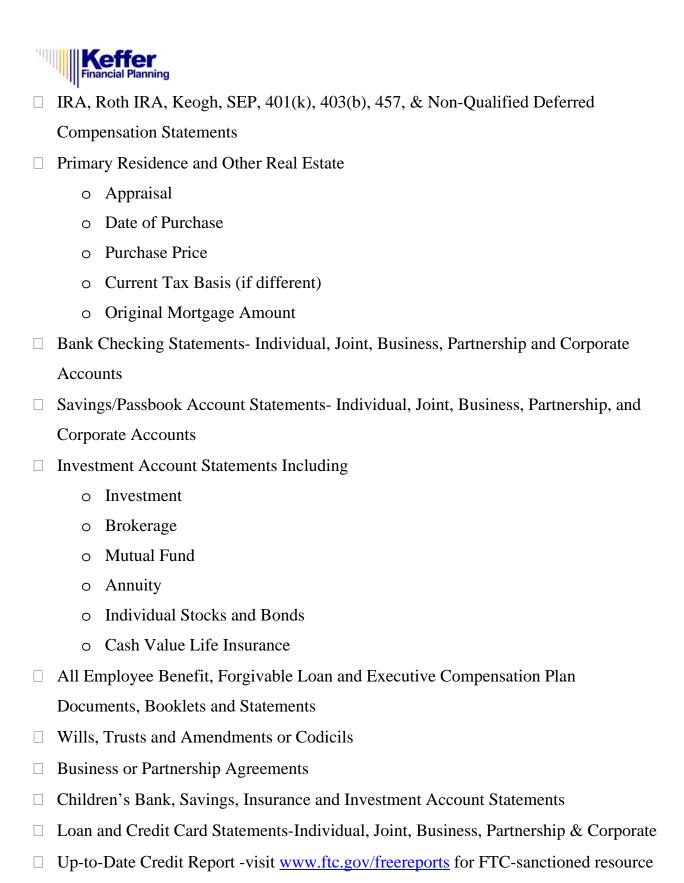
Please provide the following information in either electronic or paper/hard-copy format.

All documents and statements¹ must be complete, including all pages.

Completed Financial Information Questionnaire		
Tax Returns, with amendments – Last three years	Please send paper documents by Registered Mail or other secure method to: William H. Keffer, CFP®, CDFA TM Keffer Financial Planning 511 West Wesley Street Wheaton, IL 60187 PDF documents may also be securely uploaded to Egnyte.com. If this is your preference, let me know and I will send you a link.	
o Personal Tax Returns		
o W-2s and 1099s – Last 3 Years		
o Partnership/Corporate Tax Returns		
Partnership/Corporate Financial Statements		
Payroll Stubs (3 most recent)		
Monthly Expenses (Use attached data sheets)	tached data sheets)	
Social Security estimates (from www.ssa.gov "Estimate your retirement benefits")		
Life Insurance Policies and Most Current Statements (Personal and Work)		
Pension Plans (Defined Benefit and Defined Contribution) including:		
 Summary Plan Descriptions 		
o Benefits Booklets		
 Most Recent Statements 		
o Benefit Estimates:		
 At Earliest Retirement Age 		
 At Normal Retirement Age 		
At Current Age (If Eligible)		
 Early Retirement Option Elections 		
Stock Options and Restricted Stock Grants		
 Stock Plan Agreement(s)/Award Letter(s) 		
o Most Recent Statements		

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¹ Statements mean the most recent <u>statement provided by the financial institution</u>. Screen prints, excerpts, selected pages, or your own spreadsheets or Quicken reports will not suffice.



Submitted by: _____ Date: ____

Information on Any Cash or In-Kind Transactions

Other: _____