berkeleyinc Registered Investment Advisor

In preparation for your Comprehensive Planning meeting please provide the most recent copies of statements or other documentation, as applicable, for the following items:

☐ **Payroll stubs** for past two pay periods per individual

☐ **State & Federal Tax Returns** for last year

☐ **Insurance Policy information** (actual contracts); should include coverages, deductibles, out-of-pocket maxima (as applicable) and policy costs.

- Life
- Disability
- Long Term Care
- Health & Medical
- Property & Casualty
- Liability
- Other policy information

☐ **Employee Benefit and Pension Plan information**

- Stock Options: granted/vested/unexercised tables
- Employee Stock Purchase Plans: description of plan, share balances and typical future contributions
- IRAs; Traditional & Roth
- 401k, 403b, Section 457
- SEPS, SIMPLE, Keogh
- PERSI, PEBSCO
- Annuities
- Pension information
- Other plan information

☐ **Value/ worth of personal property and/ or and possession**: real estate, autos, boats, jewelry, collectibles, etc. (list individually on Asset Sheet)

☐ **Current liabilities and loan balances** of mortgages, auto loans, charge cards, personal loans, etc. (include original terms of loan)

☐ **Value/ worth of client owned business or limited partnership** contracts, agreements, form of ownership and other pertinent information.

☐ Most **recent Statements** of:

- Credit Cards
- Banks and Credit Unions
- Investments
- CDs and Money Market accounts
- Social Security Benefit Estimate
- Other

☐ **Estate & Special Needs**

- Will(s)
- Trust(s)
- Gifting
- Inheritance
- Foundations

comprehensive plan **preparation**