Comprehensive Plan Preparation *Berkeley, Inc.*

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 property and/ or real estate**

- **Value/ worth of personal property and/ or and possession: 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**
    - **Other**

- **Estate & Special Needs**
    - **Will(s)**
    - **Trust(s)**
    - **Gifting**
    - **Inheritance**
    - **Foundations**