

## INTRODUCTORY MEETING DOCUMENT CHECKLIST

Please make sure you have all of these documents collected prior to our introductory meeting. If you need to reschedule, please contact our office.

ESTATE DOCUMENTS	BANK & INVESTMENT STATEMENTS
☐ Wills	☐ Pensions, IRAs, Annuities, etc.
☐ Revocable & Irrevocable Trusts	☐ Investment Accounts
☐ Power of Attorney	☐ Stock Options/Certificates
☐ Living Wills/Health Directives	
	LIABILITIES
BENEFITS	☐ Mortgages
☐ Social Security Statements	Loans
☐ Veteran's Administration Info	
☐ Employer Benefits	
☐ Pay Stubs	TAXES
	☐ Tax returns (all pages from the last two years)
INSURANCE POLICIES	
☐ Life	
☐ LTC	
☐ Disability	
NOTES FOR MEETING DISCUSSION:	

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