DOCUMENT CHECKLIST FOR SETTLEMENT PLANNING

- ☐ List of all bank accounts with account numbers, current balances and name(s) on account. Provide copies of the most recent statement for each.
- ☐ Blue book values on all vehicles and boats. Print www.kbb.com reports for private party values.
- ☐ Warranty deed and statements reflecting mortgage balances owed for all real estate.
- ☐ Most recent property tax statement and any recent appraisal reports for all real estate.
- ☐ Retirement account statements (401K's, IRA's, 403B's, pension, etc.)
- ☐ Copies of recent statements reflecting cash surrender values for all life insurance policies (other than term policies).
- ☐ Statements for investments (stocks, mutual funds, bonds, etc.)
- ☐ List of all charge accounts and other debts (mortgages, car loans, home equity lines of credit) indicating whether joint or individual and balance owed. Provide copies of most recent statement for each.
- ☐ Any financial statements recently prepared (e.g., for loan applications)
- ☐ Last three paystubs for both spouses.
- ☐ Recent credit report to ensure that all joint debt is accounted for in your settlement.
- ☐ Most recent tax return with W-2s and schedules attached.
- ☐ Copy of household budget if used. If you need a form, please let us know.
- ☐ If you have children under 18:
    - Verification of annual daycare costs.
    - Information on, or copy of, current health insurance cards.
    - Cost of employer provided health insurance with breakdown for cost for: 1) self alone and 2) cost for self with family.

Please return to us via secure portal if already provided to you or deliver to office personally or via US mail.