

# FUNDING CHECKLIST

Client Name(s):

Date:

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## CASH ACCOUNTS

**TYPE:** ie. Checking, Savings, CD, Money Market, etc

**SUPPORT DOCUMENTATION NEEDED:** A recent statement.

<u>Name of Bank/Branch</u>	<u>Account Type</u>	<u>Account No.</u>	<u>Balance</u>	<u>How Titled</u>	<u>Notes</u>
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## INVESTMENT ACCOUNTS (NON-IRA ACCOUNTS)

**TYPE:** Investment, Brokerage, Money Market, etc.

**SUPPORT DOCUMENTATION NEEDED:** A recent account statement

<u>Name of Bank/Branch</u>	<u>Account Type</u>	<u>Account No.</u>	<u>Balance</u>	<u>How Titled</u>	<u>Notes</u>
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**SECURITIES NOT HELD IN A BROKERAGE ACCOUNT**

**TYPE:** Stocks, bonds, etc.

**SUPPORT DOCUMENTATION NEEDED:** Copy of Stock Certificate or bond instrument

<u>Company</u>	<u>Type of Security</u>	<u>Number of Shares/Face Value</u>	<u>Fair Market Value</u>	<u>Current Owner</u>	<u>Notes</u>

**RETIREMENT PLANS**

**TYPE:** ie Pension, Profit Share, IRA, SEP, Roth IRA, 401K, Qualified Annuity

**SUPPORT DOCUMENTATION NEEDED:** Recent account statement

<u>Company</u>	<u>Type</u>	<u>Account Number</u>	<u>Value</u>	<u>Current Beneficiary(ies) upon Death</u>	<u>Notes</u>

**LIFE INSURANCE POLICIES AND ANNUITIES**

**TYPE:** Term, Whole, Group, Employer-Provided or Non-Qualified Annuity

**SUPPORT DOCUMENTATION NEEDED:** A recent statement and/or copy of policy/annuity contract

<u>Name of Institution</u>	<u>Type</u>	<u>Policy Number</u>	<u>Current Value</u>	<u>Insured</u>	<u>Primary Beneficiary/ Contingent Beneficiaries</u>

**PARTNERSHIP and LLC INTERESTS**

**TYPE:** LLC's, LP's, Inc., etc

**SUPPORT DOCUMENTATION NEEDED:** Partnership agreement, certificate of partnership, or any documents you signed when purchasing the partnership interest. Include and buy/sell

<u>Partnership/LLC Name</u>	<u>General Partner/LLC Name</u>	<u>Limited Partner/Non-Member Owner</u>	<u>Value</u>	<u>Current/ LLC Owner</u>	<u>Notes</u>

**CORPORATE BUSINESS AND PROFESSIONAL INTERESTS**

**TYPE:** Privately owned (non-publicly traded) stock

**SUPPORT DOCUMENTATION NEEDED:** Corporate Book, Copy of Stock Certificate

<u>Company</u>	<u>Number of Shares</u>	<u>Buy/Sell Agreement</u>	<u>Percentage of Ownership</u>	<u>Value</u>	<u>Current Owner</u>

**REAL PROPERTY**

**TYPE:** Land, buildings, homes.

**SUPPORT DOCUMENTATION NEEDED:** Copy of Deed or Land contract and most recent tax bill.

<u>General Description and/or Property Address</u>	<u>Fair Market Value</u>	<u>Mortgage</u>	<u>Current Owner(s)</u>	<u>Notes</u>

**OTHER ASSETS**

**TYPE:** Other property is any property that you have that does not fit into any listed category

**SUPPORT DOCUMENTATION NEEDED:** Documents you signed to purchase the property, documents you received when you received the property, or any other document you have that shows you own the property.

<u>Description</u>	<u>Value</u>	<u>Owner</u>	<u>Notes</u>