

# Document Receipt

Received From: \_\_\_\_\_

## Personal Documents

- Wills – Husband and Wife
- Trust Agreements
- Financial Statements
- Mortgage Notes, Schedules and Current Statement
  
- Investment Portfolio/Statements, including Cost Basis
- Tax Advantage Investments – Projections including Investments, Cash Flow, Write Offs
- Life Insurance Policies
  - Annual Premium Notice
  - Policy Illustration
- Disability Income Insurance Policies
- Income Tax Returns – 2 years, including Form K-1
  
- Gift Tax Returns
  
- Partnership or Investment Agreements
- Property Settlement Agreements
- Most Recent paycheck Stub
- Total Personal Annual Expenditures
- Related Parties' Financial Data
  - Schedule of Assets
  - Tax Returns
- Executive Compensation Plan Documents
- Social Security Statement(s)
- Other:

## Business Documents

- Balance Sheets – 2 Years
- P & L Statements
- Corporate Tax Returns – 2 Years
- Business Life Insurance Policies
  - Annual Premium Notice
  - Policy Illustration
- Business Continuation Agreements
- Deferred Compensation Agreements
  
- Corporate Minutes
  
- Real Estate or Equipment Leases (related party)
- Qualified Plan Documents and Financial Statements
  - Summary Plan Description
  - Form 5500C
  - Schedule of Plan Assets
  - Annual Benefit Statement
- Employee Census
  - Date Employed
  - Date of Birth
  - Total Annual Compensation
- Additional Employee Benefits
  - Group Life/Disability Income Insurance
- Employee Agreements
- Other:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_