

Following is a checklist provided for your convenience. Please forward any/all duplicates of these documents which are applicable:

- 1 PERSONAL**
- Executed (signed) Wills
  - Insurance or Irrevocable Trusts & Attached Schedules (for you or a member of your family)
  - Birth Certificates       Social Security Card       Veteran or Service Record

- 2 MARITAL**
- Marriage Certificate       Antenuptial Agreement       Divorce Decree
  - Property Settlement       Reconciliation Agreement

- 3 PROPERTY**
- Deeds       Arrangements to Buy or Sell
  - Option or Lease (as a lessee or lessor of real property or equipment)

- 4 PARTNERSHIP**
- Partnership Agreement and any Buy and Sell Agreement
  - Partnership Banking and any Guarantee Resolution
  - Federal and State Partnership Income Tax Returns for the past five (5) years
  - Prior Income Tax Audits

- 5 CORPORATE**
- Close Corporation Records, such as:**
- By-Laws       Minute Books       Articles of Incorporation
  - Corporate Banking Resolutions       Buy and Sell Agreements
  - Certificates of Good Standing
  - Federal and State Corporate Income Tax Returns for the past five (5) years
  - Prior Income Tax Audits       Loans to or from the Corporation
  - Financial Statements (each Corporation)

- 6 EMPLOYMENT**
- Agreements with your Employer, such as:**
- Pension or Profit Sharing Benefits       Employment Contracts
  - Beneficiary Designations
- Or other Employee Benefits, such as:**
- Health and Disability       Group Life
  - Duties

- Federal and State Individual Income Tax Returns (for both spouses) for the last three (3) years
- 7 TAXES**
- Gift Tax Returns       Estate Tax Returns of Parents
- Prior Individual Tax Audits (for both spouses) within the last three (3) years
- 8 OBLIGATIONS**
- Promissory Notes       Mortgages       Guarantees
- Accommodation Maker Security Agreements       Tax Liens
- Other Contracts of Indebtedness or Collateral Outstanding Judgments
- Contingency Liabilities or Indemnification Agreements as Debtor or Creditor
- 9 INSURANCE**
- Life Insurance and Annuity Policies including Ownership and Beneficiary Designation
- 10 BROKERAGE**
- Brokerage Accounts (Joint, Separate, and IRAs, with Beneficiary Designation)
- Distribution Elections of Pensions or IRAs
- 11 BANK ACCOUNTS**
- Checking, Savings, CDs and each Account's Signature Cards
- 12 OTHER AGREEMENTS**
- Prepare a Memo on any Verbal Agreement or Understanding you may have with anyone, including your Spouse, Children or a Company
- 13 OTHER LEGAL INSTRUMENTS**
- Powers of Attorney       Requests to Die with Dignity
- Burial Instructions
- 14 OTHER DOCUMENTS**
- Other Legal Documents evidencing either actual or possible legal rights or liabilities.
- Miscellaneous Notes
- Any other documents you feel that we should review.
- 15 FINANCIAL**
- A copy of your latest financials reflecting current values.