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The following is a list of suggested documents for a comprehensive financial plan. Please note that it is not necessary to bring all of these documents to an initial client meeting.

- Identifying Information:  Social Security Numbers and Dates of Birth (for all members of the household including children)

- Family Status Information:  Marital Status (Wedding Dates/Locations), If applicable, any prenuptial agreements or orders and agreements related to separation or divorce

- Other Advisors:  Names and Addresses of Other Advisors, including but not limited to, CPA/Accountant, Stockbroker, Insurance Agent (Life, Disability, Long-Term Care, Automobile and Homeowners (Property & Casualty), Current Financial Planner

- Income:  Copies of most recent and previous year-end (W-2) statements of earnings or paystubs that will show gross pay and pre-tax and post-tax deductions

- Employee Benefits:  Plan booklets, contracts, or other descriptions of group and personally-owned insurance including life, health, long-term care, disability, liability

- Tax:  Federal and state tax returns for previous two years

- Social Security:  Social Security *Statement of Estimated Earnings* (for adults in household)

- Financial Accounts:  Copies of statements for bank and brokerage accounts, investment accounts, retirement plan accounts, IRA accounts, Trust accounts.  Please provide retirement plan documents, if available, for pensions, 401(k), Simplified Employee Pension, Keoghs, Thrift Savings Plans.

- If applicable, copies of contracts related to employer-sponsored stock option compensation plans (ISOs, NSOs, ESOPSs).

- Assets:  List of any other assets with information about how each asset is titled (individual, joint, partnership), current market value, date of acquisition, purchase price (or basis, if known), income generated.

45 East Boscawen Street, 3rd Floor
Winchester, VA  22601
540.535.0505

1701 Pennsylvania Avenue, NW
Washington, DC  20006
202.580.6511

877.547.7430
dominionconsult.com

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- Liabilities:  List of all liabilities with information about current amount outstanding, required payments, interest rate charged, time remaining (loan documents if unsure)

- Budgeting/Cash Flow:  List of annual expenditures for food, clothing, utilities, medical, education, loan repayment, insurance premiums, entertainment, vacation, charity, retirement plans (pension, Keogh, IRA), auto payments (repairs, operation), savings and investments, support of others and other miscellaneous expenses

- Insurance:  Policies for Individually-Owned Life or Disability, Homeowners, Automobiles, Boats (or Motorcycles), Rental Properties, Businesses, Long-Term Care, Health/Medical

- Estate Planning Documents:  Current law wills, trusts, durable powers of attorney, living wills, healthcare directives and location of original documents

- Business Interests:  Ownership Structure, assets and liabilities, agreements including life insurance and/or buy-sell agreements

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