

# INTRODUCTORY MEETING DOCUMENT CHECKLIST

Please make sure you have all of these documents collected prior to our introductory meeting. If you need to reschedule, please contact our office.

## ESTATE DOCUMENTS

- Wills
- Revocable & Irrevocable Trusts
- Power of Attorney
- Living Wills/Health Directives

## BENEFITS

- Social Security Statements
- Veteran's Administration Info
- Employer Benefits
- Pay Stubs

## INSURANCE POLICIES

- Life
- LTC
- Disability

## BANK & INVESTMENT STATEMENTS

- Pensions, IRAs, Annuities, etc.
- Investment Accounts
- Stock Options/Certificates

## LIABILITIES

- Mortgages
- Loans

## TAXES

- Tax returns (all pages from the last two years)

## NOTES FOR MEETING DISCUSSION:

---

---

---

---

---