

Document Receipt

Personal

| | <i>Collected</i> |
|--|------------------|
| Recent Bank Statement(s) | |
| Recent Investment & Retirement Plan Statement(s) | |
| Recent Pay Stubs | |
| Social Security Earnings Statements | |
| Pension Benefit Summary | |
| Income Tax Returns – Most Recent, One Year Prior and Two Years Prior | |
| Life, Disability or Long Term Care Statements | |
| Property and Casualty Policy (Auto, Homeowner, Umbrella) | |
| Employee Benefit Summary | |
| Wills | |
| Trust Agreements | |

Business

| | <i>Collected</i> |
|--|------------------|
| Business Agreements | |
| Articles of Incorporation | |
| Minutes of Directors Meetings | |
| Income Tax Returns – Most Recent, One Year Prior and Two Years Prior | |
| Financial Statements | |
| Pension and/or Profit Sharing Agreements | |
| Master Group Insurance Policy | |
| Commercial Insurance Policy | |
| Compensation and Employment Contracts | |
| Employee Benefit Booklets | |

Above Documents Received From: _____

Date: _____

By (Advisor Signature): _____

Above Documents Returned To: _____

Date: _____

By (Advisor Signature): _____