

Financial Planning Information Checklist

To create a personalized and comprehensive financial plan, we ask that you gather and share the information listed below. These details help us understand your current financial picture, so we can offer clear, thoughtful advice tailored to your goals. If you have questions or aren't sure whether something applies to you, please don't hesitate to reach out—we're here to help. *If you have any questions, please call 925-378-3393.*

Income & Tax Information

- Most recent pay stubs (last 2) - Please note your pay frequency: Monthly / Bi-weekly / Other
- Most recent 1040 Federal Tax Return
If applicable, include Schedule C (self-employment) and/or Schedule E (rental property).
- Employee benefits summary
If unavailable, please provide the contact name and phone number for your HR representative.

Personal Expenses & Insurance

- Personal Expense Sheet - Feel free to adjust any pre-filled figures. Please estimate values for highlighted fields if exact numbers aren't available.
- Home & auto insurance declaration pages
A summary showing coverages is sufficient (full policy not needed).

Retirement & Investment Accounts

- Recent statements for all investment accounts
Especially those not managed by our firm. This includes:
 - Bank or credit union accounts (balances only)
 - IRAs, 401(k)s, 403(b)s, deferred compensation, profit sharing, etc.
 - Stock options, restricted stock, or ESPPs (with vesting schedules and other details)
- Social Security Statements
If you don't have a printed copy, visit www.ssa.gov to download your most recent statement.
- Traditional pension plans (if any), Include documentation if available.
- Retiree medical benefit: Please indicate: Yes / No / Not sure

Special Situations or Upcoming Changes

- Large upcoming expenses (e.g., new car, home renovation, college tuition, etc.)
- Family care responsibilities (e.g., aging parents)
- Potential inheritances
- Employment changes
- Any other life events that could impact your finances

Please let us know if anything is unclear—we're happy to walk you through it.