

FUNDING DOCUMENTS CHECKLIST

“Funding” your estate plan is the process of coordinating all asset titling and beneficiary designations with your customized plan. In order to complete this process, we need very detailed information about what you own. The Personal Information Form provides a lot of the information, but we also need copies of various documents. Below are the documents we need. Please bring us copies, or bring us the originals and we will copy them for you before we return them.

- Federal income *tax returns* (prior two years)
- Bank* statements (checking, savings, CD’s, etc.)
- Investment* or brokerage account statements
- Stock* certificates or other information, including Divided Reinvestment Plans (“DRIP”), stock options or employee stock ownership programs
- Legal documents for your *business* (buy/sell or shareholder agreements, operating or partnership agreements, corporate minutes, assumed names)
- Pension* plan statements
- Savings *bonds* or other bonds
- Vehicle* titles (including boats, trailers, etc.)
- Trusts* in which you are the beneficiary or trustee, or in which you have a power of appointment to direct assets to someone else at your death
- Loan documents* for money owed to you
- Individual Retirement Account* statements
- Loan documents* secured by any of your real estate or business interests
- Vacation *timeshare* ownership documents or agreements
- Employer *retirement plans* (401(k), 403(b), etc.), including an account statement as well as the “summary plan description”
- Real estate* deed and title insurance policy (if available) for any real estate, including your house, farmland, condo, vacation home, oil and gas interests, or other property
- Life insurance* policies
- Long term care* or *disability* policies
- Annuities*
- Other documents* you think may be of assistance in your estate planning, or about which you have questions.

Some of the information may be more difficult to obtain than others. As soon as possible, please provide the information you have readily available, even if you are still trying to gather other information. If you have difficulty obtaining certain information or have questions about what we have requested, please let us know so we can help you.