Mark J. Napolin
AND ASSOCIATES, INC.

CHECKLIST OF ITEMS FOR COMPREHENSIVE PLANNING SOLUTIONS

1. Completed Confidential Client Questionnaire

2. Copies of all account statements including:

A. All Retirement Plans *(IRAs, 401(k)s, Roth IRAs, 403(b)s, etc.)*
B. Bank and Money Market accounts
C. Certificates of Deposit
D. A personal financial statement
E. Investment Accounts *(individual, joint, held in name of trust, etc.)*
F. State Retirement *(such as PERA)* and Education Retirement *(ERB)*
G. Annuities
H. Savings bonds and any other investments
I. Information on investment real estate
J. Any notes receivable and real estate contracts
K. Social security statements
L. 529 College Savings Plans
M. Beneficiary designations for all retirement accounts

3. Copies of all estate documents including:

A. Wills and Revocable Living Trusts
B. Charitable Trusts
C. Powers of Attorney and Living Wills
D. A/B Trusts, QTIP Trusts, GRATs, etc.

4. Copies of all insurance policies including face value, cash value, premiums, duration for term policies for:

A. Individually-owned life policies on you and your spouse
B. In force statements or annual statement of policy value for life insurance
C. Information on group life policies through your employer
D. Disability and Long Term Care policies
E. Information on umbrella liability policies

6101 Moon St. NE, Suite 3000, Albuquerque, NM 87111
Direct: 505-881-7030 ■ *Toll Free:* 800-288-1165 ■ www.marknapolin.com

CHECKLIST OF ITEMS FOR COMPREHENSIVE PLANNING SOLUTIONS
(continued)

5. Information about all income sources including *(but not limited to)*:
- A. Pay stubs from all employment *(including W2s and 1099s)*
- B. Self employment income
- C. Rental income
- D. Information about pension and social security income
- E. Annuity income
- F. Dividend income
- G. Any other income

6. Information about any expected inheritances, legal settlement or judgments or any other lump sums

7. Information about all debt including:
- A. Mortgage balances owed, detailing monthly payments, interest rate and term
- B. Credit card balances, interest rate
- C. Car loan balances, interest rate and term
- D. Personal loans and any other debt

8. Information on all business interests including:
- A. Family limited partnerships
- B. Limited Liability Companies, Professional Corporations
- C. S-Corps and C-Corps
- D. Limited Partnership Interests
- E. Sole Proprietorships and Partnerships

9. Federal and State income tax returns for the current year *(and prior year returns if there have been significant changes to your income or assets)*

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