

# COMPREHENSIVE FINANCIAL PLAN DOCUMENTS REQUIRED

## For Money Management Service, Inc. Review

Please, understand without the listed documents below related to your individual situation, MMS may not be able to provide the needed advice. Therefore, please help us by providing copies of all the documents you have listed below. (If one category doesn't relate to your information please put N/A, otherwise ✓ check each item once you have completed retrieving all those documents!)

- (  ) **Most Recent Pay Stubs, Previous year W-2's & any 1099-Misc.** (pay stub copies covering 2 consecutive pay periods, both you and your spouse)
- (  ) **Social Security statements** (copy of social security statement estimating SS benefits for ages 62, 65, Full Retirement Age, or survivor benefits, which is based on your earnings history.(To request a statement visit <http://www.ssa.gov/myaccount/> or call 1-800-772-1213.) Please note if you are past retirement age or you presently are receiving SS benefits this does not apply, just a copy of your previous years SSA-1099 will suffice.
- (  ) **Checking & Savings accounts** (most recent statements)
- (  ) **Certificate of Deposits (CD's) & Savings Bonds** (most recent statements) (Statements need to include CD's original purchase date, original amount invested, maturity date, & interest rate!)
- (  ) **Investment &/or Brokerage account statements** (most recent statements for IRA, regular brokerage accounts, SEP IRA's, Simple IRA's, Trust accounts, Stock certificates, Bond certificates, etc.) *Please note for regulatory reasons we cannot accept original stock/bond certificates.*
- (  ) **Annuity Statements** (copy of actual annuity contract)
- (  ) **Employer/Company Sponsored Plans – Investment account statements** (401k's, 403b, 457's, ESOP or employee stock ownership plan, DRIP or dividend reinvestment plans, Stock Options plan)
- (  ) **Employer/Company Sponsored Pension Plans - Pension Income Option documents** (summary of pension election options based on single life, survivor benefits, etc. Information should detail pension amount at expected retirement dates and/or the company pension option calculation used to derive your pension amount. Providing MMS the login to your online employee benefits pension website may be sufficient, if it allows hypothetical pension projections.) Please, understand if this information is not provided to MMS in great detail, MMS will do only its best to calculate the clients expected pension income benefit to use in the analysis.
- (  ) **Employee Benefit Handbooks** (for your specific company benefit information, such as, health insurance, etc.) This information may be viewable online, if so please make sure to provide login and passwords listed below.
- (  ) **College Education/Minor children investment accounts** (most recent statements for UTMA's, 529 Plans, etc.)
- (  ) **Listing of Tangible Assets, Ownerships, & Estimated Market Value** (Ex: Primary Residence, Secondary Residence, Land/Acreage, Other Real Estate, Personal Property, Automobiles, Boats, Tractors, Equipment, Planes, etc.) (A broad listing is fine, no need for minor detailed personal property!)
- (  ) **Liabilities/Debts** (copy of all liability documents, such as: mortgage info, auto loans, real estate notes, farm land loans, credit cards statements, student education loans, etc.) (It is important the documents have original financing amount, interest rates, length of loan, current balances, and payment amounts included!)

