Schaefer Financial
MANAGEMENT

DOCUMENT CHECKLIST

1. Cash and Equivalents

Please provide the latest statements on each of the following:

____ Checking Account
____ Savings Account
____ Credit Union
____ Money Market Account
____ Certificate of Deposit

2. Notes Receivable

Please provide a copy of the note, record of payments received, and the current balance, if available, for any loans you have made to others:

____ Notes Receivable

3. Investments

Please provide the latest statements for all investment accounts:

____ Bonds
____ Stocks
____ Employer Stock Options/ Restricted Share Units (RSUs)/Performance Shares
____ Mutual Funds
____ 529 Plans
____ Variable Annuities
____ Variable Life Insurance

4. Limited Partnerships

Please provide a prospectus, documentation of purchase price, number of units, and current value if known:

____ Real Estate
____ Oil and Gas
____ Equipment Leasing
____ Venture Capital

5. Insurance Contracts

Please provide policy declaration page and any current policy statements/reports for each of the following, if applicable:

____ Annuities
____ Life Insurance
____ Medical Insurance
____ Disability Insurance
____ Homeowner's or Renter's Insurance
____ Automobile Insurance
____ Umbrella Liability
____ Professional Liability

6. Personal Assets

Please provide documentation showing the original purchase price, closing papers (if applicable), and current market value for each of the following:

____ Primary Residence
____ Second Residence
____ Rental Real Estate
____ Other (Autos, boats, home furnishings, jewelry, art etc.)

7. Liabilities

Please provide the original document setting forth the liability, as well as statements showing the most recent balance, for each of the following:

____ Mortgages and Lines of Credit
____ Credit Cards

8. Retirement Plans

Please provide the most recent statement and beneficiary information from the following retirement plans, if applicable:

____ Roth IRAs including cost basis
____ IRA /Simple IRA
____ 401(k)
____ SEP
____ Thrift Plan/403(b)/TSA/401(k)/457
____ Profit Sharing Plan
____ ESOP
____ Stock Purchase Plan
____ Pension Plan
____ Non-Qualified Plan

9. Tax, Personal, and Business Documents

____ Personal Tax Returns for the Past Two Years
____ Business Tax Returns for the Past Two Years
____ Retirement Plan Tax Returns for the Past Two Years

9. Legal /Estate Planning Documents

____ Estate Planning Documents (Wills, Trusts, Health Care/ Durable POAs, Living Wills)
____ Divorce Decree(s)/Separation Agreement(s)
____ Prenuptial Agreements(s)/Postnuptial Agreement(s)

10. Employment Information/ Benefit Statement

Please provide a copy of your employment contract, compensation arrangement, including summary plan descriptions, and employer benefits.

____ Payroll Statements Showing Current Earnings
____ Business Interests
____ Buy/Sell Agreements
____ Deferred Compensation
____ Stock Options/Bonus Plan