DATA COLLECTION CHECKLIST

CLIENT NAME	DATE

√	DOCUMENTS *	CLIENT NOTES TO VANTAGE
	INCOME INFORMATION	
☐	Tax Return & Supporting Documents	
☐	Paycheck Stub	
☐	Active Pension or Annuity Statement	
☐	Social Security Statement	
	LIABILITIES AND RELATED EXPENSES	
☐	Mortgage Information - Balance, Rate, Term, Monthly Payment	
☐	Home Equity Loan Information - Balance, Rate, Term, Monthly Payment	
☐	Other Loan Information - Credit Card, Auto, Other	
	ASSET INFORMATION	
☐	Bank Statements	
☐	Brokerage, Mutual Fund, Variable Annuity Statements	
☐	Stock Options/Other Deferred Compensation Statements	
☐	Retirement Account Statements - 401(k)'s, 403(b)'s, IRA's	
☐	Pension Calculations & Retirement Handbook	
☐	Personal Residence (original cost, purchase date, current value)	
☐	Second Home or Inv. Property (original cost, purchase date, current value)	
☐	College Savings (529) Accounts, and Other Custodial Accounts for Children	
☐	Limited Partnerships, Business Interests & Notes Receivables	
	EMPLOYEE BENEFITS & INSURANCE INFORMATION	
☐	Employee Benefits Booklet & Annual Benefits Statement	
☐	Coverage/Premium Statements for Life, Disability, Long-Term Care Policies	
☐	Coverage/Premium Statements for Auto, Homeowners, and Umbrella Policies	
	ESTATE & LEGAL INFORMATION	
☐	Copy of driver's license with future expiration (might be on the back)	
☐	Wills, Trusts, Powers of Attorney, Living Wills	
☐	Divorce Decree	
	OTHER	
☐	Additional documents that you feel would be relevant to your plan	

* Provide items as marked. If no checkmarks, provide all that apply.

VANTAGE
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