

## Planning Documents and Information Needed

Applicant: \_\_\_\_\_

Spouse: \_\_\_\_\_

### **Personal Information:**

Client	Spouse	Item	N/A	Done
✓		Photo Identification		
✓		Social Security Card		
✓		Birth certificate		
✓		Medicare Card		
✓		Health insurance cards ( <i>front and back</i> )		
✓		Marriage certificate		
✓		Previous marriage certificate(s)		
✓		Divorce paper(s)		
✓		Death certificate(s)		
✓		Naturalization papers ( <i>if applicable</i> )		
✓		SSA Award letter ( <i>or other disability information</i> )		
✓		DD214 or military separation papers		
✓		List of all known employers		
✓		Completed questionnaire		
✓		Will, Power of Attorney and Health Care Advance Directive		

### **Children:**

Child's Name	Item	Done
	Documentation of any disability of child	
	Documentation of any loan from parents to child	
	Documentation of any debt parents owe child	
	Documentation of parent's expenses paid by child	

### **Income Information:**

Client	Spouse	Item	N/A	Done
✓		Social Security yearly letter ( <i>most recent</i> )		
✓		Pension or Retirement income		
✓		Rental Income ( <i>and rental agreements</i> )		
✓		Dividends and investment income		
✓		VA Income or Benefits ( <i>if applicable</i> )		
✓		Documentation of ALL other income ( <i>include all interest and investment income</i> )		

**Expenses and Debts Owed:**

Client	Spouse	Item	N/A	Done
✓		Expenses from Rental Property <i>(Taxes, insurance, etc.)</i>		
✓		Documentation of last illness and burial expenses paid		
✓		Documentation of all debts		
✓		Documentation of all other unpaid expenses		

**Assets Owned:**

Client	Spouse	Item	N/A	Done
✓		Latest retirement account statement(s) <i>(include IRAs, 401(k)'s and others)</i>		
✓		Latest checking account statement(s) <i>(3 months of statements for each account)</i>		
✓		Latest savings account statement(s) <i>(3 months of statements for each account)</i>		
✓		Latest mutual fund statement(s) <i>(3 months of statements for each account)</i>		
✓		All other financial accounts <i>(e.g., credit union accounts; Christmas club)</i>		
✓		Annuity contract(s) and statement(s)		
✓		Latest CD statement(s)		
✓		Cash value of ALL whole life insurance		
✓		All term life policies		
✓		All Trust agreements		
✓		Tax cards and deeds for all real estate		
✓		ALL vehicle titles/registration		
✓		Mobile home: title/registration		
✓		Stock certificate(s)		
✓		Savings Bonds		
✓		Investment Bonds		
✓		Burial contracts		
✓		Cemetery lots		
✓		Inventory of all safe deposit boxes		
✓		List of all other items of value		
✓		List of all gifts in last 60 months <i>(and amounts)</i>		

**Medical Information:**

Client	Spouse	Item	N/A	Done
✓		Pharmacy printout from last 3 months		
✓		Copy of health insurance premiums		
✓		Medi-gap premiums		