



Getting organized can help you feel more in control. Use this checklist to help gather the documents you'll need to get your financial house in order.

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### **Pull together important documents.**

- Tax returns for the past five years (both state and federal)
- Pay stubs for the last six months
- Wills and trust documents
- Beneficiary designations
- Pre- and postnuptial agreements
- Previous divorce settlements

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### **Locate all financial statements.**

- Bank and credit union accounts
- Certificates of deposit (CDs)
- Investment statements and brokerage accounts
- Credit card accounts (business and personal)

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### **Collect real estate documents.**

- Title papers
- Original purchase documents
- Mortgage agreements
- Home equity loan documents

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### **Find all insurance policies.**

- Health
- Life
- Disability
- Homeowner's/renter's
- Auto
- Umbrella

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### **Gather statements on all retirement accounts.**

- 401(k)s
- 403(b)s
- Pensions (defined benefit plans)
- IRAs
- Keoghs (Qualified Retirement Plans)
- SEP-IRAs
- Profit-sharing plans
- Annuities
- Dividend reinvestment plans (DRIPs)

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**Compile records of employee benefits.**

- Stock options
- Bonuses
- Health and other types of insurance

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**Compile other financial asset documents.**

- Partnerships or interests in limited liability companies (LLCs)
- Promissory notes owed by family members or third parties
- Patents, trademarks, and royalty or rental income
- Auto registrations
- List of valuables—antiques, artwork, collectibles, jewelry

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**Assemble additional information.**

- Business financial statements
- Inheritance records
- Records of monetary gifts made, or received (including charitable donations)
- Any pending litigation or arbitration proceedings
- Safety deposit box key(s)
- Educational records
- Birth and marriage certificates
- Social Security documents

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**Notes**