Documents Needed for Holistic Financial Planning

GRAVITATE WEALTH

Please upload copies of the following documents to the secure Vault within our Financial Planning Portal prior to your consultation whenever possible. A link to access the portal has been emailed to you separately, and instructions for uploading documents are included in the email accompanying this document request list. Providing your documents in advance allows our team to review your information before your consultation and make the best use of our time together.

If you are unable to upload your documents through the portal, you may bring **copies** of the requested documents to the office as a last resort. Please do not bring original documents unless specifically requested.

All information submitted to our office will be treated as strictly confidential and stored securely using industry-leading security and encryption measures. Information will be retained only as long as necessary or as required to support your engagement with our firm. If you have any questions regarding our information security policies and practices, please feel free to ask before or during your consultation.

Most Recent Payroll Stub(s), LES, Earnings/Annuity Statements

- ☐ Self
- ☐ Spouse

Current Social Security Estimate Statements

- ☐ Self (www.ssa.gov)
- ☐ Spouse (www.ssa.gov)

Income Tax Returns (1040s, Past (2) years)

- ☐ Self
- ☐ Spouse (if filing separately)

Divorce Decree(s), Separation (QDRO) Agreement(s), & Prenuptial Agreement(s)

- ☐ Self
- ☐ Spouse

Wills/Trusts/Power(s) of Attorney/Advanced Health Care Directives

- ☐ Self
- ☐ Spouse

Federal, State, Company, or Other Coordination of Benefits in Retirement

- ☐ Federal Employee Personal Statement of Benefits (EBIS) (Online from OPM)
- ☐ Federal, State, or Employer Pension Estimates (OPM or www.URS.org)
- ☐ Annual (or Monthly Average Adjusted for Seasonal) Expense Estimate

Savings and Investment Statements

(Current Statements Preferred)

- ☐ Thrift Savings Plan (www.tsp.gov)
- ☐ IRAs/Roth IRAs/SEP IRAs/SIMPLE IRAs
- ☐ Mutual Fund/Savings Accounts/CDs
- ☐ Bank & Brokerage/Advisory Account Statements
- ☐ 401(k)/457 Plans/Keough Accounts
- ☐ 403(b) (Tax Sheltered Annuities)
- ☐ Pension Plans/Profit Sharing
- ☐ Voluntary Contribution Plan (CSRS Only)
- ☐ Other Statements of Assets/Real Estate

Insurance(s), Annuity Contracts, Annual Statements & Declaration Pages

- ☐ Life Insurance Policy(s)
- ☐ Disability Policy(s)
- ☐ Group Insurance Policy Certificate(s)
- ☐ Annuities (Variable, Fixed, Indexed, & RILA(s))
- ☐ Long-Term Care Plans
- ☐ Property & Casualty (Home & Auto) Dec Pgs
  - ☐ Medicare Plan/Pages/Policy/Information
  - ☐ Individual/Group Health Summary Pages

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