E2E Financial, LLC
Ever to Excel

Andrés M. Romero, ChFC, CFP®
Financial Planner
Partner, Personal CFO

Document Checklist

To provide an analysis of your current situation and strategies for your financial future, it will be helpful if you would furnish certain documents and other items to your financial professional at the time of the discovery interview. Please gather and have available the following:

Copy of all Legal Documents	☐ State Driver's License	☐ Buy/Sell Agreements
	☐ Wills and Codicils	☐ Living Wills
	☐ Health Care Power of Attorney	☐ Durable Powers of Attorney
	☐ Retirement Plan Documents & Summary Plan Description (business	
	☐ Other agreements (i.e. Divorce Agreement(s), Partnerships, etc.)	
Tax Forms	☐ Previous Years Form 1040 (2 yrs. *complete* tax return)	
	☐ Most Recent Form 1120, 1120S, 1065, etc. (complete business tax return)	
Business Financials	☐ Year End Income Statements (preferably 2 yrs)	
	☐ Most Current Balance Sheet & Income Statement	
Copy of Real Estate Deeds (Warranty Deed)	☐ Please include documentation for all properties owned by you, spouse, or jointly w/spouse or others	
Latest Statements (*complete,* all in PDF format – **no screen-prints)**	☐ Checking/Savings account	☐ Bonds
	☐ CDs	☐ IRA's
	☐ Brokerage Accounts	☐ Pensions
	☐ Annuities	☐ Mutual Funds
	☐ Employee benefit statements	☐ Stock Certificates
	☐ Employee Census (business owners only)	
Insurance Policies	☐ Life	☐ Disability Income Protection
	☐ Auto	☐ Home
	☐ Long-Term Care	
Liabilities	☐ Latest Mortgage Statement	☐ Auto Loans
	☐ Home Equity Loans	☐ Credit Cards
	☐ Personal Loans	☐ Other Liabilities
Documentation of other sources of income	☐ Child Support	
	☐ Alimony	

Please bring your log-in information to accounts not held with us, for you to connect and review while we chat.

5555 Glenridge Connector • Ste 200 • Atlanta, Georgia 30342 • Direct: 678-664-9745 • Fax: 404-793-0377 • andres.romero@e2efinancial.com
www.e2efinancial.com