DB Root & Company
Wealth Management

# Get Focused Checklist

**Employment information** – most recent paystub or last year's W-2/1099

## Personal Statements/Documents:

### ASSETS
- ❑ Checking/Savings accounts
- ❑ Taxable accounts
- ❑ Current/former employer retirement plans and benefit package
- ❑ IRA/Roth IRAs, SEP IRA
- ❑ Savings bonds/CDs
- ❑ College savings plans
- ❑ Annuities
- ❑ Trusts
- ❑ Deferred compensation
- ❑ Value of residence
- ❑ Rental property/vacation property
- ❑ Stock options
- ❑ Restricted stock
- ❑ Stocks held in certificate form
- ❑ Collectibles
- ❑ Business
- ❑ Future assets - ex: inheritance (asset type/expectation)

### DEBT
- ❑ Mortgage (balance, monthly payment, duration, interest rate)
- ❑ HELOC or home equity loan (balance, payment, duration,interest rate)
- ❑ Personal loans (ex: vehicles - Interest rate, balance, payment, term)
- ❑ Student debt
- ❑ Credit card balances
- ❑ Debt on rental property/vacation property
- ❑ Business debt

### INCOME
- ❑ Social Security estimates
- ❑ Pension estimates
- ❑ Deferred compensation
- ❑ Rental income
- ❑ Annuity distributions

### ESTATE
- ❑ Last Will and Testament
- ❑ POAs
- ❑ Living will
- ❑ Trust documents
- ❑ Pre-determined burial arrangements
- ❑ Death certificates

### INSURANCE
- ❑ Life insurance (employer sponsored, term, permanent, etc)
- ❑ Disability insurance
- ❑ Long-term care insurance
- ❑ Property/casualty
- ❑ Vehicle coverage
- ❑ Medicare coverage
- ❑ Veterans benefits

### TAX
- ❑ Last two years' tax returns
- ❑ Recent pay stub

### PLANNING
- ❑ Personal spreadsheets/budgets
- ❑ Preview projections/financial plans
- ❑ Current expenses

### PROFESSIONALS
- ❑ Attorney
- ❑ Accountant
- ❑ Insurance agent

D.B. Root & Company 436 Seventh Avenue, Suite 2800 Pittsburgh, PA 15219

**Toll Free:** 888.227.0913 **Phone:** 412.227.2800 **Fax:** 412.227.2805 www.dbroot.com