75 Maiden Lane, Suite 605
New York, NY 10038
Phone: 212-402-5444
www.hfhplanning.com

HFH PLANNING

In order to best serve you in the financial planning process, we ask you to gather all the financial information you can. Please use the following checklist as a guide; not all items on the checklist will be applicable to your particular situation, and there may be other items that are not listed but that we need to be aware of. All information will be kept confidential.

****NOTE: Our Wealth Access Portal enables real time updates with your permission on bank, investment and liability accounts. The bank account information can be used to assist you in completion of the Spending Plan. Please contact us to get you started on the setup process.**

Yes	N/A	
☐	☐	Estimate of monthly/annual spending (sample form provided).
☐	☐	Social Security Benefits Statement (https://secure.ssa.gov/RIL/SiView.do).
		Tax returns:
☐	☐	• Income tax returns for the last three years
☐	☐	• Estate tax returns, if you have been the beneficiary of any estates
☐	☐	• Gift tax returns
		Employment & Employee Benefit Outlines / Information:
☐	☐	• Most recent pay statement
☐	☐	• 401k match details
☐	☐	• Bonus Plan
☐	☐	• Deferred Comp, Stock Option, Restricted Stock, ESOP, Employee Stock Purchase Plans
☐	☐	• Employee Benefit Plan Statements & Plan Booklets (or access to)
☐	☐	• Employment Contracts
☐	☐	• Group Disability Insurance
☐	☐	• Group Life Insurance
☐	☐	• Medical (dental, vision) Insurance
☐	☐	• Pension Plan
☐	☐	• Other Benefits
		Investment & Bank Accounts:
☐	☐	• 401(k) / 403(b) / 457 / Keogh Accounts**
☐	☐	• IRA Accounts (traditional, ROTH, SEP, SARSEP)**
☐	☐	• Annuity Contracts**
☐	☐	• Bank Statements (checking, savings)**
☐	☐	• Brokerage Accounts, Mutual Fund Statements, CDs**

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Yes	N/A	
☐	☐	• College Savings Accounts (529, Coverdell)**
☐	☐	• Deferred Compensation, Stock Option, Restricted Stock, ESOP / ESPP Statements
☐	☐	• Pensions
		Personally-Owned Insurance Policies:
☐	☐	• Auto
☐	☐	• Disability
☐	☐	• Homeowner's / Renter's
☐	☐	• Life
☐	☐	• Long Term Care
☐	☐	• Medical (dental, vision)
☐	☐	• Personal Liability Umbrella
☐	☐	• Other
		Liabilities (statements with current balance, rate & monthly payment):
☐	☐	• Auto Loan**
☐	☐	• Credit Card**
☐	☐	• Mortgage (primary, secondary, home equity line, reverse)**
☐	☐	• Student Loan**
☐	☐	• Other**
		Legal Documents:
☐	☐	• Trust agreements
☐	☐	• Will(s)
☐	☐	• Healthcare Proxies
☐	☐	• HIPAA Release Forms
☐	☐	• Living Will(s)
☐	☐	• Powers of Attorney
☐	☐	• Pre-nuptial Agreement, Divorce Settlements, Separation Agreements
☐	☐	• Other
		Files may be shared using the Wealth Access Portal Vault, Dropbox or Box. Files may be uploaded using: https://hfhplanning.wetransfer.com/