SUMMARY OF DOCUMENTS NEEDED

COUNCILOR, BUCHANAN AND MITCHELL, P.C.

*** PLEASE PUT A "√" OR "NA" BY EACH CATEGORY, AS APPROPRIATE**

I. CASH FLOW

_____ PRIOR YEAR W-2'S (OR 1099 MISC IF SELF EMPLOYED)

_____ CURRENT PAY STUBS (OR ESTIMATE OF CURRENT INCOME IF NOT SALARIED)

_____ CURRENT BUDGET (FORMS ENCLOSED - WE ALSO CAN SEND IN EXCEL)

_____ ACCRUED VACATION OR ACCRUED SICK LEAVE, OTHER ACCRUED TIME AT WORK

_____ LIST OF BUSINESS EXPENSES PAID BY EMPLOYER

NOTES:

II. ASSETS & LIABILITIES

FOR ANY / ALL ASSETS AND LIABILITIES, CONFIRM HOW THE ITEM IS TITLED.

1. MARITAL HOME & OTHER REAL ESTATE HOLDINGS

_____ CURRENT MONTHLY MORTGAGE STATEMENTS/ HOME EQUITY LINE OF CREDIT STATEMENT

_____ DATE MORTGAGE MATURES AND/OR BALLOONS/ADJUSTS

_____ CURRENT STATEMENT FOR ANY OTHER DEBT ATTACHED TO THE HOUSE

_____ PURCHASE PRICE AND DATE

_____ ESTIMATE OF IMPROVEMENTS MADE IN HOME WHILE OWNED

_____ CURRENT FAIR MARKET VALUE (ESTIMATE OR TAX ASSESSMENT)

_____ HOW TITLED

_____ CAPITAL GAIN FROM PRIOR HOME ROLLED INTO CURRENT HOME, IF KNOWN

_____ CHECK/CONFIRM TITLE AND LIEN STATUS

NOTES:

2. INVESTMENT AND BANK ACCOUNTS (NON-RETIREMENT)

_____ CURRENT BANK ACCOUNT AND MONEY MARKET ACCOUNT STATEMENTS (LIST BELOW)

_____ DO YOU OWN ANY CRYPTOCURRENCIES (E.G., BITCOIN, ETHEREUM)? INCLUDE COST BASIS (COST AND DATE PURCHASED, IF KNOWN)

_____ CURRENT BROKERAGE ACCOUNT STATEMENTS, INCLUDING COST BASIS (COST AND DATE PURCHASED, IF KNOWN)

_____ EMPLOYEE STOCK PURCHASE/ OPTIONS PLANS AND ESOP STATEMENTS

_____ HEALTH SAVINGS ACCOUNT STATEMENT

_____ ANNUITIES

_____ OTHER INVESTMENTS

NOTES:

3. BUSINESS INTERESTS

_____ PRIOR YEAR K-1 FROM ANY BUSINESS INTERESTS

_____ LAST TWO YEARS OF TAX RETURNS FOR BUSINESS

NOTES:

4. RETIREMENT ACCOUNTS / BENEFITS

_____ CURRENT EMPLOYEE BENEFIT/ RETIREMENT INFORMATION (BOOKLETS) ANYTHING REGARDING PENSIONS, COMMISSIONS, BONUS,

_____ VETERANS OR MILITARY BENEFITS STATEMENTS

_____ CURRENT COPIES OF IRA, ROTH IRA, KEOGH, SEP, 401K, 403B AND ANY OTHER RETIREMENT ASSET STATEMENTS (LIST ACCTS BELOW)

PENSION ANNUITY BENEFITS

_____ - SUMMARY PLAN DESCRIPTION

_____ - A STATEMENT/DOCUMENT REFLECTING BENEFITS AVAILABLE AT CURRENT AGE/EARLIEST AGE OF RETIREMENT AND DATE FULL RETIREMENT BENEFITS ARE AVAILABLE

_____ 457 AND NON-QUALIFIED DEFERRED COMP STATEMENTS AND RELEVANT INFORMATION

_____ EMPLOYER VESTING SCHEDULE. (PLEASE ALSO DIRECTLY VERIFY RETIREMENT BENEFITS VESTED WITH YOUR COMPANY AND PROVIDE THIS INFORMATION TO US)

_____ AMOUNTS OF EMPLOYEE VS. EMPLOYER RETIREMENT CONTRIBUTIONS

NOTES:

5. OTHER ASSETS

_____ FREQUENT FLIER MILES AND OTHER REWARD PROGRAMS

_____ LIST OF ANY VALUABLES TO CONSIDER (ANTIQUES/ ARTWORK/ COLLECTIONS/ JEWELRY)

_____ CURRENT STATEMENTS OF OTHER ASSETS (LIST BELOW)

_____ LONG TERM LEASE/RENTAL OBLIGATIONS (I.E. COMMERCIAL SPACE)

_____ LOANS RECEIVABLE

_____ CEMETERY PLOTS AND THE DEED OF INTERNMENT RIGHTS

_____ COUNTRY CLUB MEMBERSHIP INFORMATION

NOTES:

6. FOREIGN ASSETS (OTHER THAN FOREIGN HOLDINGS IN U.S. BROKERAGE/RETIREMENT ACCOUNTS)

_____ REAL ESTATE

_____ BANK/BROKERAGE ACCOUNTS

_____ PENSION/RETIREMENT ACCOUNTS

NOTES:

7. LIFE INSURANCE

_____ CURRENT POLICY STATEMENTS FOR ALL LIFE INSURANCE POLICIES

_____ BENEFICIARY DESIGNATIONS (LIST BELOW)

_____ INSURANCE COVERAGE AT WORK

NOTES:

8. VEHICLES (AUTOS, BOATS, MOTORCYCLES, ATV, ETC.)

_____ KELLY BLUE BOOK VALUE FOR EACH VEHICLE (WWW.KBB.COM)

_____ ANY DEBT/ STATEMENTS ASSOCIATED WITH VEHICLE LOANS

_____ COPIES OF VEHICLE TITLES/ LIST DRIVERS

NOTES:

9. LIABILITIES/ DEBT (NOT ASSOCIATED WITH HOME OR CAR)

_____ CURRENT CREDIT CARD STATEMENTS FOR WHICH THERE ARE BALANCES DUE (LIST)

_____ CURRENT STATEMENTS FOR ANY OTHER LOANS (LIST BELOW)

_____ INCOME TAXES OWED OR TO BE REFUNDED

_____ CURRENT STATEMENT FOR ANY OTHER LIABILITY

_____ LOANS PAYABLE

_____ ARE CREDIT CARDS PAID IN FULL MONTHLY - YES/NO?

_____ PROVIDE LIST/SUMMARY OF ANY CONTINGENT LIABILITIES WHICH MAY OCCUR (LIST BELOW)

NOTES:

10. CHILDREN'S ACCOUNT

_____ COPIES OF RECENT STATEMENTS FOR ANY COLLEGE PLAN ACCOUNTS (529 PLAN) OR UGMA ACCOUNTS

_____ COPIES OF RECENT STATEMENTS FOR ANY OTHER ACCOUNTS OF WHICH CHILDREN ARE THE BENEFICIARY

NOTES:

V. TAXES

_____ 2 YEARS OF COMPLETE INCOME TAX RETURNS, BOTH STATE AND FEDERAL

_____ LIST OF ANY ESTIMATED PAYMENTS PAID AND/OR OUTSTANDING FOR CURRENT TAX YEAR

NOTES:

VI. OTHER

_____ CREDIT REPORT - FREE ANNUALLY (available at www.annualcreditreport.com) (Note: This is not a credit score report).

_____ CURRENT SOCIAL SECURITY STATEMENT (http://www.ssa.gov/online/ssa-7004.html)

_____ EMPLOYEE BENEFITS STATEMENT FROM EMPLOYER OR BOOKLETS

_____ LIST OF CONTENTS OF SAFETY DEPOSIT BOXES OR STORAGE UNITS

_____ TRUST/WILLS

_____ OTHER LARGE EXPENSES EXPECTED TO INCUR IN NEAR TERM (HOME REPAIRS, AUTO PURCHASE, ETC.)

_____ PRIVATE LONG TERM DISABILITY INSURANCE (ANNUAL PREMIUM)

_____ LONG TERM CARE INSURANCE (ANNUAL PREMIUM)

_____ PRENUPTIAL AGREEMENT, IF APPLICABLE

_____ INTERIM AGREEMENT, IF APPLICABLE

_____ PLEASE NOTE IF A PRIOR DIVORCE AGREEMENT EXISTS, IF APPLICABLE

NOTES:

VII. EMPLOYMENT HISTORY

COMPANY NAME	START DATE	END DATE

NOTES:

DATES NEEDED:

	SPOUSE 1	**SPOUSE 2**	**CHILDREN**
DATE OF RETIREMENT			
DATE OF MARRIAGE			
DATE OF BIRTH			
DATE BEGAN WORKING IN CURRENT JOB			

NAME/SIGNATURE **DATE**

NAME/SIGNATURE **DATE**

The information presented above is a starting point for discussions. Not all issues apply in each situation and other issues that apply may not be presented. We would be happy to consult with you about any concerns that you may have. Please feel free to contact our receptionist, at (301)986-6210 to schedule either a telephone conference or meeting with Mrs. May, or Mrs. Ochsman Rowny.