Klingman & Associates, LLC

An Independent Registered Investment Advisor

Document Checklist

From Your:		**Records Needed:**
Bank	____	Checking Statements
	____	Money Market Statements
	____	Savings, CD Statements
Broker/Mutual Fund Company	____	Latest Monthly Statements showing current holdings/values of investments
Insurance Company	____	Insurance Policies
	____	Annuity Contracts
Employment Related	____	401(k) or other Company Retirement Plan Statements
	____	Deferred Compensation Program
	____	Company Stock/Option Awards
	____	Employee Benefits Book/Summary
Personal Files	____	Tax Returns (last 2 years)
	____	Monthly/Annual Budget or Spending
	____	Total Net Worth Statement/Balance Sheet
	____	Home Values + Mortgage Statements
	____	Major Credit Balances
	____	Wills/Trust Agreements
Other	____________________	