



When communicating with a prospect, it is good practice to stress the importance of bringing the following information and items to the first meeting with you. These items are important in assessing the prospects financial situation and will allow a better start to creating a customized financial plan for the prospect, once he/she becomes a client.

Initial Consultation Checklist:

- ✓ Paycheck Stubs
- ✓ All Investment Statements
- ✓ Bank Statements
- ✓ Most Recent Tax Return
- ✓ Company Retirement Benefit Statement or Summary
- ✓ Social Security Estimated Benefits Statement
- ✓ All Insurance Policies and Statements
 - Disability
 - Long-Term Care
 - Life Insurance
- ✓ Copy of Trust (If Applicable)