SHOTWELL
RUTTER BAER
Registered Investment Advisor

Initial Meeting Checklist

1. Income related documents
    a. Income tax returns for the last 2 years.
    b. Most recent pay stubs or earning statements for each family member.
    c. Pension benefit and/or Social Security benefit projections or statements.
    d. Information or statements about any other sources of income.
2. Assets
    a. Information about your home and other real estate you own including purchase date and price.
    b. Recent investment account statements.
        i. Employer retirement plans.
        ii. IRAs
        iii. College savings plans including 529 accounts.
        iv. Brokerage or other investment accounts.
    c. Details or statements about current bank accounts and their balances.
    d. Statements about your insurance coverage for life, long-term care and disability.
3. Liabilities
    a. Details about mortgages, including balance, interest rate and monthly payments.
    b. Details about other debt you may have. Please provide balance due, interest rate and monthly payment.
4. Expenses
    a. Details about expenses beyond normal living expenses. Examples include support of another person, private school or hobbies.
5. Estate Planning Documents
    a. Information on Wills, trusts or powers of attorney.

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