

## Client Data Checklist

**All Clients Please Provide:**

**Client 1**

**Client 2**

Financial Questionnaire

[Link to Financial questionnaire](#)



Bank Statements



Brokerage Account Statements



Mutual Fund Account Statements



Household Cash Flow Worksheet

[Link to Cash Flow worksheet](#)

Paycheck Stubs



Loan Documents

For each loan, provide: orig date, orig amount, interest rate, mo. pymt, and term



Diminished Capacity Contact



Risk Tolerance Questionnaire

[Link to RiskTolerance questionnaire](#)



Employer benefit and pension Summary

Plan Documents



Life Insurance and LTC Policies



Tax Returns



If file separately

**If we are providing Cash Flow Planning, please add:**

**Client 1**

**Client 2**

Credit Card Statements



Credit Reports



**If we are providing Risk Management, please add:**

(with declaration pages, where applicable)

**Client 1**

**Client 2**

Homeowners Insurance policy

Auto Insurance policy

Disability Insurance policy

## Client Data Checklist continued

If we are providing Retirement Planning, please add:

Client 1

Client 2

IRA and Roth IRA Statements  
401(k), 403(b), and 457 Statements  
Company Pension Plan book with:  
    Summary Plan Description  
    Investment Options  
Employee Benefits book  
Retirement Plan Account Statements  
Social Security Statements  
Long-Term Care insurance policies  
Estimate of retirement expenses

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To upload these documents, please scan each one into a PDF file with a descriptive file name and then upload to your secure electronic file vault, Egnyte. You should have received a username and password to Egnyte. Egnyte can be accessed from our Client Portal at: <https://KastlerFinancialPlanning.com/client-portal/>

**Please remember to black-out account numbers and Social Security numbers!!!**

Investment advisor representative of and investment advisory services offered through Garrett Investment Advisors, LLC, a fee-only SEC registered investment advisor. Tel: (910) FEE-ONLY.