

DOCUMENT CHECKLIST

Use this document as a checklist to gather and upload documents to your vault in RightCapital. You likely will not have—and should not have—all of these documents. Always keep original documents.

Document	Upload Folder
Banking	
<input type="checkbox"/> 3 most recent checking account statements	Banking
<input type="checkbox"/> Most recent savings account statement	Banking
<input type="checkbox"/> Most recent CD account statement	Banking
Employee Benefits	
<input type="checkbox"/> Employee benefits booklet or link to website	Employee Benefits
<input type="checkbox"/> Employee benefits elections for the current year	Employee Benefits
<input type="checkbox"/> Most recent pension statement	Employee Benefits
<input type="checkbox"/> Information on stock options, restricted stock units, employee stock purchase plan, or deferred compensation	Employee Benefits
Income	
<input type="checkbox"/> 2 most recent pay stubs	Income
<input type="checkbox"/> Most recent W-2	Income
<input type="checkbox"/> Most recent 1099	Income
Insurance & Risk Management	
<input type="checkbox"/> Health insurance contracts and/or plan descriptions	Insurance
<input type="checkbox"/> Long-term disability contracts and/or plan descriptions	Insurance
<input type="checkbox"/> Short-term disability contracts and/or plan descriptions	Insurance
<input type="checkbox"/> Life insurance statements and contracts	Insurance
<input type="checkbox"/> Homeowners/renters insurance declaration pages	Insurance
<input type="checkbox"/> Auto insurance declaration pages	Insurance
<input type="checkbox"/> Umbrella insurance declaration pages	Insurance
<input type="checkbox"/> Professional liability insurance declaration pages	Insurance
Investments	
<input type="checkbox"/> Most recent employer retirement account statement (e.g., 401k, 403b, 457)	Investments

Document	Upload Folder
<input type="checkbox"/> Employer retirement account information, including investment choices and employer match information	Investments
<input type="checkbox"/> Most recent traditional IRA account statement	Investments
<input type="checkbox"/> Most recent Roth IRA account statement	Investments
<input type="checkbox"/> Most recent taxable brokerage account statement	Investments
<input type="checkbox"/> List of savings bonds owned	Investments
<input type="checkbox"/> Most recent annuity statement	Investments
<input type="checkbox"/> Annuity contract	Investments
<input type="checkbox"/> Most recent 529 account statement	Investments
<input type="checkbox"/> 529 account information, including investment choices	Investments
Legal & Estate	
<input type="checkbox"/> Wills	Legal and Estate
<input type="checkbox"/> Trusts	Legal and Estate
<input type="checkbox"/> Power of attorney	Legal and Estate
<input type="checkbox"/> Healthcare directive/living will	Legal and Estate
<input type="checkbox"/> Screenshots of beneficiaries on all accounts	Legal and Estate
<input type="checkbox"/> Partnership agreements and any associated agreements (e.g., buy/sell agreement)	Legal and Estate
<input type="checkbox"/> Prenuptial agreement	Legal and Estate
<input type="checkbox"/> Divorce decree and settlement papers	Legal and Estate
Loans & Liabilities	
<input type="checkbox"/> Most recent mortgage statement	Liabilities
<input type="checkbox"/> Most recent HELOC statement	Liabilities
<input type="checkbox"/> Most recent student loan statement	Liabilities
<input type="checkbox"/> Most recent auto loan statement	Liabilities
<input type="checkbox"/> Most recent personal loan statement	Liabilities
<input type="checkbox"/> 3 most recent credit card statements	Liabilities
<input type="checkbox"/> Recent credit report	Liabilities
Miscellaneous/Other	
<input type="checkbox"/> Client onboarding questionnaire	Other
<input type="checkbox"/> Investment suitability questionnaire	Other
<input type="checkbox"/> Copy of driver's license	Other
<input type="checkbox"/> Copy of Social Security card	Other
<input type="checkbox"/> List of any assets not provided elsewhere, including cars, boats, collectibles, non-liquid investments, etc.	Other

Document	Upload Folder
<input type="checkbox"/> If you track your spending, any worksheet or other document you have	Other
Real Estate	
<input type="checkbox"/> Most recent property tax statement	Real Estate
<input type="checkbox"/> Mortgage document	Real Estate
<input type="checkbox"/> Purchase deed	Real Estate
Retirement	
<input type="checkbox"/> Most recent Social Security statement	Retirement
Taxes	
<input type="checkbox"/> 2 most recent federal income tax returns, including all schedules	Taxes
<input type="checkbox"/> 2 most recent state income tax returns, including all schedules	Taxes