Davis Financial Management

Information Request Checklist

Please submit *copies* of the following items with your completed client questionnaire and any other pertinent financial information.

Personal Information

1. Insurance coverage (declaration and premium pages only).
   a. Auto insurance policies
   b. Disability insurance policies
   c. Homeowners insurance polices
   d. Liability (umbrella) insurance policies
   e. Life insurance policies
   f. Long term care
2. Investment information
   a. Annuity statements
   b. Brokerage account statements
   c. CD, Money market statements
   d. Company benefit statements (stock options, restricted stock, other)
   e. Individual retirement accounts (IRAs, SIMPLE, SEP)
   f. Mutual fund statements
   g. Partnership statements
   h. Pension plan statements (401k, Profit Sharing, DB, etc) and information related to available investment choices.
3. Legal documents
   a. Wills and estate planning
   b. Divorce or separation decrees
4. Loan documents (mortgages, auto notes, credit cards, other)
5. Pay-stubs
   a. Most recent year to date stub
   b. Prior year's December 31st stub or W-2
6. Schedule of estimated tax payments (if applicable)
7. Personal income tax returns (federal and state returns for prior two years)

Business Information

1. Business financial statements (year-to-date & previous two years)
2. Business production reports by provider
3. Current fee schedule
4. Estimate of current year equipment purchases
5. Business tax returns for the previous two years
6. Partnership agreements (if applicable)
7. Partnership profit splits (if applicable)
8. Buy-sell agreements
9. Employee manual
10. Insurance coverage (declaration and premium pages only).
    a. Business insurance policies
    b. Malpractice insurance policies
    c. Business overhead insurance polices
    d. Liability (umbrella) insurance policies
    e. Buy-sell insurance polices
    f. Health care policies
    g. Workers compensation insurance polices
11. Lease/Rental information
12. Loan documents
    a. Real estate
    b. Equipment
    c. Working capital
    d. Credit card
13. Current employee census, one from each practice (enclosed form)
14. Most recent pension plan administration
15. Pension plan documents, and amendments