Document Checklist

Instructions	
To make the data collection process as convenient as possible for you, please provide the following documents. Be sure to include these for both yourself and your partner. If you do not have access to a photocopier, you can supply the original documents since we will be returning them to you.	
❑	Last Three Payroll Stubs
❑	Employee Benefits Booklet(s)
❑	Most Recent Employee Benefits Statement(s)
❑	Most Recent Pension Plan Statement(s) and/or Plan Booklets
❑	Last Two Years Personal Income Tax Returns
❑	Notices of Assessment
❑	Most Current Financial Statements (for all Corporate, Proprietor, or Partnership Interests)
❑	CPP/QPP Statement of Contributions
Most Current Statements of Investment and/or Copies of:	
❑	RRSPs
❑	GICs
❑	CSBs
❑	Stock Portfolio
❑	Mutual Funds
❑	Mortgages Receivable
❑	Limited Partnership Offering Memorandum, Executive Summary and most current correspondence
❑	Documentation for all Current Liabilities (Mortgages, Lines of Credit, Credit Card Statements etc.)
❑	Life, Disability, Critical Illness and Long Term Care Insurance Policies
❑	General Insurance Policies (Auto, Homeowners etc.)
❑	Wills and/or Powers of Attorney
❑	Marriage Contract
❑	Divorce/Separation Agreement
❑	Shareholder's/Business Agreements
❑	Family Trust Documentation

Note: Please also include any other relevant documentation that relates to your financial situation that you believe we should be aware of.