

Information Checklist

Client Onboarding (If Required)

Its important all necessary items requested have been received by the MFIS prior to the Implementation Meeting with your new client. This checklist can be provided in the 1st Appointment (FIT) by handing it directly them or emailed/mailed right after the meeting.

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.

<input type="checkbox"/>	Last Three Payroll Stubs
<input type="checkbox"/>	Employee Benefits Booklet(s)
<input type="checkbox"/>	Most Recent Employee Benefits Statement(s)
<input type="checkbox"/>	Most Recent Pension Plan Statement(s) and/or Plan Booklets
<input type="checkbox"/>	Last Two Years Personal Income Tax Returns
<input type="checkbox"/>	Notices of Assessment
<input type="checkbox"/>	Most Current Financial Statements (for all Corporate, Proprietor, or Partnership Interests)
<input type="checkbox"/>	CPP/QPP Statement of Contributions
Most Current Statements of Investment and/or Copies of:	
<input type="checkbox"/>	RRSPs
<input type="checkbox"/>	GICs
<input type="checkbox"/>	CSBs
<input type="checkbox"/>	Stock Portfolio
<input type="checkbox"/>	Mutual Funds
<input type="checkbox"/>	Mortgages Receivable
<input type="checkbox"/>	Limited Partnership Offering Memorandum, Executive Summary and most current correspondence
<input type="checkbox"/>	Documentation for all Current Liabilities (Mortgages, Lines of Credit, Credit Card Statements etc.)
<input type="checkbox"/>	Life, Disability, Critical Illness and Long Term Care Insurance Policies
<input type="checkbox"/>	General Insurance Policies (Auto, Homeowners etc.)
<input type="checkbox"/>	Wills and/or Powers of Attorney
<input type="checkbox"/>	Marriage Contract
<input type="checkbox"/>	Divorce/Separation Agreement
<input type="checkbox"/>	Shareholder's/Business Agreements
<input type="checkbox"/>	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.