NorthernPacific™
ASSET MANAGEMENT

(832) 559-3771
www.northernpacific.us

Discovery Document Checklist

Please gather and upload these documents to your secure ShareFile portal before your meeting.

CLIENT: ______________________ **CO-CLIENT:** ______________________

DATE: ______________

Investments & Retirement 6 items

- [ ] Current brokerage and investment account statements
- [ ] 401(k) / 403(b) / 457 / TSP statements with current contribution rates
- [ ] IRA / Roth IRA / SEP / SIMPLE statements
- [ ] Pension benefit statements and annuity contract statements (if applicable)
- [ ] Social Security statements — download from ssa.gov/myaccount
- [ ] Education savings — 529 plans, pre-paid tuition, Coverdell, UTMAs, UGMAs

Insurance 3 items

- [ ] Life insurance — most recent statements, illustrations, and policy coverage documents
- [ ] Disability insurance — statements and policy documents
- [ ] Long-term care insurance — statements and policy documents

Income & Tax 2 items

- [ ] Last 2 months' paycheck stubs
- [ ] Last 3 tax returns — personal & corporate

Debt & Liabilities 1 items

- [ ] Outstanding loan statements — mortgages, auto/boat loans and leases, lines of credit, student loans, and credit cards

Estate & Legal 3 items

- [ ] Will and trust documents
- [ ] Buy-sell agreement and most recent business valuation
- [ ] Business operating agreement(s) / partnership agreement(s) / shareholder agreement(s)

Business & Employment 2 items

- [ ] Profit sharing / bonus agreements
- [ ] Employee stock purchase plan documents

Budgeting

2 items

- [ ] Cash flow & expense worksheet (complete online at forms.northernpacific.us)
- [ ] Home budget, if you have one

Notes

Upload your documents securely

Use our encrypted ShareFile portal on the Discovery Preparation page:

forms.northernpacific.us/worksheets

If you prefer to send originals, we will return them. For maximum privacy, we recommend the encrypted portal.