

Document Request Checklist

At Anchor Capital, our professionals take a **holistic balance sheet approach** to wealth management. By understanding your full financial picture, we are able to provide thoughtful guidance on varying topics, all while aiming to proactively steer the balance sheet towards your goals through uncertain waters such as volatile markets and unforeseen personal events.

The checklist below represents the initial data gathering, noting it is an iterative and continuous process as life events and market environments evolve.

BUILDING OUT YOUR BALANCE SHEET

***What's The Goal?** It all starts with the balance sheet. Understanding your full financial picture is a critical first step as it allows us to understand the makeup of your assets – taxable vs. retirement assets, liquid vs. illiquid assets, and so on – which in turn gives us the ability to provide solutions. Additionally, organizing your assets helps us identify possible areas of concern such as overleverage, estate tax liabilities, and lack of tax diversification.*

<input type="checkbox"/> Account Statements	Brokerage Accounts, Retirement Accounts, Sizeable Banking Accounts
<input type="checkbox"/> Loan Statements	Mortgages, HELOCs, Student Loans, Inter-Family Notes
<input type="checkbox"/> Life Insurance	Policy Statements
<input type="checkbox"/> Real Estate	Primary Residence, Secondary Residence, Rental Property
<input type="checkbox"/> Other Assets	Business Interest Valuation Details, Art & Collectible Valuations

UNDERSTANDING YOUR CASH FLOW

***What's The Goal?** Goal-oriented planning (i.e., retirement planning or guidance on big-ticket item purchases) requires an understanding of income sources, liquidity needs, and general tax profile. Additionally, by integrating your cash flow needs, our team can better design a custom asset allocation that works for you.*

<input type="checkbox"/> Social Security	Social Security Statement (Online Resource)
<input type="checkbox"/> Pension & Annuities	Plan Statement & Details
<input type="checkbox"/> Real Estate Income	Lease Agreements
<input type="checkbox"/> Living Expenses	Approx. Figures for Essentials (i.e., Food, Housing, Utilities)
<input type="checkbox"/> Discretionary Expenses	Approx. Figures for Non-Essentials (i.e., Travel, Big-Ticket Items)

EVALUATING YOUR ESTATE PLAN

What's The Goal? Estate plans should be reviewed on an intermittent basis, especially after major life events (i.e., changes to marital status, parenthood, financial windfalls), to ensure they are in line with your financial & personal objectives. By mapping out the asset dispositions and identifying the key fiduciaries, **we are able to work together** in determining whether your plan is in good order.

<input type="checkbox"/> Last Will & Testament	Most Recent Copy of Document
<input type="checkbox"/> Power of Attorney	Most Recent Copy of Document
<input type="checkbox"/> Medical Documents	Health Care Proxy, Living Will, HIPAA Release Authorization
<input type="checkbox"/> Trusts	Revocable Trusts, Irrevocable Trusts
<input type="checkbox"/> Other Documents	Family Foundation, LLC Operating Agreement, Promissory Note

REVIEWING YOUR TAX PROFILE

What's The Goal? While income tax returns include historical information for one tax year, they can paint an important picture of income characteristics, charitable inclinations, and unused carry-forward deductions and/or losses. With regards to gift tax returns, if applicable for those focused on multi-generational planning, they provide critical details on your remaining gifting capacity. This allows us to design custom strategies that mitigate estate planning exposures while meeting your multi-generational transfer goals.

<input type="checkbox"/> Income Tax Returns	Three Years of Federal & State Filings
<input type="checkbox"/> Gift Tax Returns	All Available Gift Tax Returns

 Two International Place, Boston, MA 02110

 617.338.3800

 617.426.6871

 info@anchorcapital.com