

## Succession Document Request Checklist

When you meet with your professional advisors to discuss succession you should bring the following documents. As you gather the applicable information, check it off your list. Ignore documents that do not apply to your circumstances. This list represents a partial list of important documents you should have at your disposal; your advisors may have additional requests.

### Personal Information

- Current Wills (living, etc.)
- 5 years of income tax returns
- Gift tax returns
- Health insurance policies
- Automobile insurance policies
- Homeowners insurance policies
- Other insurance policies, (please specify)
- Current insurance, disability, life, long-term health care, etc.
- Current investments
- Deeds, mortgages, land contracts
- Leases
- Power of attorney or appointment, health care directive, etc.
- Appraisal for high value items, i.e. jewelry, real estate, etc.
- Notes or other debt you owe
- Personal financial statements for last 5 years
- Any previous written personal objectives or goals
- Sale or purchase contracts
- Documents regarding employee benefit plans, i.e. stock options, medical, etc.
- Most recent report of any vested interest, i.e. pension, profit-sharing plans, etc.
- Trust agreements
- Investment reports, i.e., stocks, mutual funds, cash balance, etc.
- Investment reports in ventures like partnerships, joint ventures, etc.
- Divorce settlements, decrees
- Family inventory, names, ages, location of parents, siblings, children, grandchildren, etc.

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### Business Information

- Tax Returns for 5 years
- Financial Statements for 5 years
- Deferred compensation plans
- Keogh Plans, Sep Plans, etc.
- Pension or profit sharing plans
- Buy-sell agreements
- Employment agreements
- Non-compete agreements
- Employee benefit booklets
- Articles of Incorporation, Partnership Agreements, Operating Agreements, etc.
- Insurance Policies
- Loan documentation(s)
- Recent appraisals on equipment, etc.
- Stock option purchase plans
- Organization chart, key employee profiles, resumes
- Special licensing information
- Business location listing with contact information
- List of current or pending lawsuits, litigation
- Property leases
- Patents, trademarks, copyrights, etc.
- Supplier agreements, contracts
- Current equipment / fixed asset list
- Current product/service marketing literature, brochures, etc.
- Product warranty information