

Financial Documents Checklist

Date: _____ Name _____

Please provide a copy of the following documents for each type checked off.

Financial Management

Your current budget.
Your most recent mortgage, line of credit, term loans, student loans and credit card statements.
Details on any private debt obligation, including amount, interest rate and terms of payment.
Details of any Canada Revenue Agency liabilities.
Other _____

Asset Management

Your documented Risk Profile.
Your documented Investment Policy Statement (IPS).
Current investment statements for both registered and non-registered investments.
Current statement for any employee group RRSP and profit sharing plans.
Other _____

Risk Management

Life insurance policies including the most recent annual statement.
Disability, critical illness and long term care policies including the most recent annual statement.
Employer provided benefits, including your group life and disability.
Other insurance, home, auto and travel policies including the most recent annual statement.
Other _____

Tax Planning

Previous 2 years income tax returns.
Previous 2 years Notice of Assessment.
Other _____

Retirement Planning

Current employee pension plan statements including information on survivor options.
Statement of contributions to the Canada Pension Plan (Service Canada: 1-800-277-9914).
Other _____

Estate Planning

Copies of current Wills, any Power of Attorney for property and Personal Care/Health Directives.
Marital agreement, separation agreement, divorce orders, cohabitation agreement.
Trust documents for any trusts of which you, your spouse and/or your children are beneficiaries.

For Owners of a Corporation

Most recent financial statements and tax returns of any corporation you own an interest in.
Any partnership or Unanimous Shareholder Agreements you have in place.
Current investment statement.
Life insurance policies on key shareholders including the most recent annual statement.
Disability and critical illness policies on key shareholders, including the most recent annual statement.
Current statement for any employee pension, group RRSP and profit sharing plans.
Most recent renewal for any employee life, health and dental plans.
Other _____