Carlson Koeck Kirk & Graves, Ltd.
CHECKLIST OF SUPPORTING DOCUMENTS TO BE FURNISHED

_____ **1. Tax Returns.** Please furnish copies of your state and federal income tax returns for the last three years, including all schedules, K-1 forms, W-2 Forms, and 1099's.

_____ **2. Net Worth Statements.** Please furnish copies of any financial or net worth statements you have been required to file in the last five years to secure a loan or line or credit. The financial institution to which you submitted these statements can provide you with a copy.

_____ **3. Retirement Plan.** If you are a participant in any profit-sharing, pension, or retirement plan provided by your employer, please contact the bookkeeper, plan administrator, or person responsible for the maintenance of the program to request a copy of the summary plan description and a statement of your current interest in the plan and its monetary value. Such information must be provided by your employer on request.

_____ **4. Retirement Accounts.** If you or your spouse are the owners of any individual retirement accounts (IRA's) please provide us with the name of the financial institution, the account number, the beneficiary, and a current statement indicating the account balance.

_____ **5. Real Estate-Legal Description.** If you or your spouse have any interest in any real estate, list the address and secure a copy of the legal description for each parcel. The lending institution with a financial interest in the real estate parcel can furnish you with the legal description, which must be included in the pertinent legal documents. The full legal description appears in the deed, mortgage, title insurance policy, or abstract of title. ***Furnish us with a photocopy of the deed for our file.*** In addition, if you have a mortgage on any real estate parcel, contact your lending institution and request that they furnish us with copies of the mortgage and a print out of the balance.

_____ **6. Receipted Real Estate Tax Bill.** Please furnish a photocopy of the last paid tax bill for each real estate parcel either jointly or solely owned.

_____ **7. Real Estate Appraisal.** If any of your property has been appraised for any reason within the last three years -- such as for insurance or a mortgage loan, or in contemplation of sale - please furnish a copy of the appraisal.

_____ **8. Life Insurance.** For each life insurance policy you own, please furnish a copy of the policy face sheet setting forth the name and address of the insurance company, the face amount of the policy, policy number, owner of the policy, beneficiary, annual premium, and policy terms and conditions.

_____ **9. Medical Insurance.** Furnish the company name, policy or group number and subscriber number for all health, dental and medical insurance.

_____ **10. Bank Accounts.** Request your Bank, Credit Union or Savings and Loan to provide you with a print out for you and your spouses accounts. Current balances and account numbers. Provide us with copies of these items.