



# OATLEY & DIAK, LLC

## Documents

### Legal Forms

| client 1 | | client 2 |

Wills \_\_\_\_\_

Trusts \_\_\_\_\_

Durable power of attorney \_\_\_\_\_

Health power of attorney \_\_\_\_\_

Divorce decree \_\_\_\_\_

Pre/Post Nuptial agreement \_\_\_\_\_

Living will \_\_\_\_\_

### Insurance

Life \_\_\_\_\_

Health \_\_\_\_\_

Disability \_\_\_\_\_

Long Term Care \_\_\_\_\_

Professional Liability \_\_\_\_\_

### Declarations Page

Homeowner \_\_\_\_\_

Rental \_\_\_\_\_

Automobile \_\_\_\_\_

Umbrella \_\_\_\_\_

### Employee Documents

Incentive stock option \_\_\_\_\_

Employee stock purchase \_\_\_\_\_

Benefits booklet \_\_\_\_\_

Recent paystub \_\_\_\_\_

### Retirement assets

401(k) \_\_\_\_\_

403(b) \_\_\_\_\_

457 \_\_\_\_\_

IRA \_\_\_\_\_

Pension plan \_\_\_\_\_

Profit Sharing \_\_\_\_\_

### Social Security

Latest benefit statement \_\_\_\_\_

### Beneficiary designations

401(k) \_\_\_\_\_

403(b) \_\_\_\_\_

457 \_\_\_\_\_

IRA \_\_\_\_\_

Pension plan \_\_\_\_\_

Profit sharing \_\_\_\_\_

### Assets

| client 1 | | client 2 |

Bank account 1 \_\_\_\_\_

Bank account 2 \_\_\_\_\_

Brokerage \_\_\_\_\_

Savings bonds \_\_\_\_\_

Stock certificates \_\_\_\_\_

Limited partnership documents \_\_\_\_\_

Annuity policy \_\_\_\_\_

529 account(s) \_\_\_\_\_

### Assets for Minor Children

\_\_\_\_\_

\_\_\_\_\_

### Loan Schedules

Home \_\_\_\_\_

Business \_\_\_\_\_

Property \_\_\_\_\_

Autos \_\_\_\_\_

### Tax Returns

Federal: Current Year \_\_\_\_\_

State: Current Year \_\_\_\_\_

Federal: Previous Year \_\_\_\_\_

State: Previous Year \_\_\_\_\_

Gift \_\_\_\_\_

Business \_\_\_\_\_

Children \_\_\_\_\_

Trust \_\_\_\_\_

### Business Documents

Partnership agreements \_\_\_\_\_

Corporate agreements \_\_\_\_\_

Non-deferred compensation agreements \_\_\_\_\_

### Deeds

\_\_\_\_\_

\_\_\_\_\_

### Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Client Advisory Agreement \_\_\_\_\_

Check \_\_\_\_\_