Please provide original documents (at initial consult, or before first meeting)

- ? the attached expenditure summary, completed
- ? the attached risk tolerance questionaire, completed
- ? investment statements showing transaction level detail
  - ? all non-registered accounts or holdings
  - ? all registered retirement accounts (RRSP, RRIF, etc)
  - ? all other registered accounts (RESP, TFSA, etc)
  - ? details of scheduled deposits or withdrawals from savings/investments
- ? last will & testament, powers of atttorney (property & personal care)
  - ? list of professional advisors (use attached individual contacts page)
- ? original loan, mortgage or lease documents for all current debts
  - ? details of any loans or leases you guaranteed or co-signed
  - ? details of approved credit (limits, terms, balance, payment, ect)
- ? legal documents for purchase of any real estate you own
  - ? for each property, list operating expenses, etc
  - ? recent property tax bill and/or MPAC valuation
- ? personal property of substantial individual value:
  - ? year, make, model & cost for cars, trailers, boats, RV, etc
  - ? list operating expenses separately for each vehicle
  - ? other property: date, method & cost of acquisition
  - ? insured, appraised or estimated value for each item
- ? from your employer:
  - ? latest pay stub showing year-to-date earnings & deductions
  - ? text of your benefits information package (insurance plans, etc)
  - ? personalized statement of group benefits
  - ? text of your pension plan, group RSP, or profit sharing plans
  - ? personalized statement of accrued pension benefit
  - ? text of your employee share purchase or stock option plan
  - ? personalized statement of employee participation
- ? insurance policies:
  - ? life insurance (term, whole, universal, etc)
  - ? disability and/or critical illness
  - ? recent statement of related cash values, yields, etc
- ? changes in marital status:
  - ? separation, divorce or prenuptual agreement
  - ? details of spousal & child support (agreed & arrears)
  - ? details of inherited assets; acquisition & disposition
- ? personal income taxes:
  - ? working copy & Notice of Assessment of most recent completed
  - ? details to reconstruct last 3 years tax returns
  - ? T664 capital gains election filed in 1994-1998
  - ? copies of any tax plans/projections for current/next year
- ? business interests:
  - ? list business advisors & associates (use attached individual contacts page)
  - ? latest financial statements & working trial balance for business
  - ? details of ownership interest (corporate, partnership, proprietorship, etc)
  - ? any shareholder or partnership agreements in force
  - ? details of debt, insurance or other instruments held through business
- ? list of family/others (use the attached individual contacts page)
  - ? all children regardless of age, custody, etc
  - ? parents or others who MAY become dependent on you
  - ? anyone else you wish to benefit by gift, bequest, etc
  - ? estimates of any gifts/bequests you expect to receive
- ? any written third party financial plan prepared for you in the last three years

✔ previously provided / already available to WJVCA
? requested
✘ required, but not available; to be replaced or sourced
na not applicable / not required for scheduled work