



## Documents Checklist and Data Entry Form

To ensure all of your client's information is collected for entry into Income ArchiTECH, please have your clients bring the following documents to your client meeting:

- Most recent Social Security statements (green and white statement)
- Statements from any pensions
- Statements from any employer based retirement accounts – i.e. 401(k)
- Statements from any investment accounts, including IRA accounts
- Statements from any bank accounts (other than primary checking)
- Statements from any annuities
- Pay stubs
- Most recent tax return
- Statements from any consumer debt
- Mortgage statement
- Copies of any life or long-term care insurance policies

PERSONAL INFORMATION						
	Client A		Client B			
Name						
Marital Status	Single	Married	Divorced	Widowed		
Date of Birth						
Life Expectancy						
INCOMES (NON-PORTFOLIO INCOME)						
Name						
Monthly Income	\$		\$			
Start Date	/	/	/	/		
COLA		%		%		
Income Type	Earned Income / Pension		Earned Income / Pension			
End Type	Date:	/	/	Date:	/	/
	Age:	Years	Months	Age:	Years	Months
	1 <sup>st</sup> Death	Term Certain:	Number of Years	1 <sup>st</sup> Death	Term Certain:	Number of Years
	2 <sup>nd</sup> Death	Term Certain:	Number of Years	2 <sup>nd</sup> Death	Term Certain:	Number of Years
INCOMES (NON-PORTFOLIO INCOME)						
Name						
Monthly Income	\$		\$			
Start Date	/	/	/	/		
COLA		%		%		
Income Type	Earned Income / Pension		Earned Income / Pension			
End Type	Date:	/	/	Date:	/	/
	Age:	Years	Months	Age:	Years	Months
	1 <sup>st</sup> Death	Term Certain:	Number of Years	1 <sup>st</sup> Death	Term Certain:	Number of Years
	2 <sup>nd</sup> Death	Term Certain:	Number of Years	2 <sup>nd</sup> Death	Term Certain:	Number of Years
SOCIAL SECURITY						
Quick Entry	Statement Date:	/	/	Statement Date:	/	/
	Amount at FRA:	\$		Amount at FRA:	\$	
Advanced Entry	Age to Collect Retirement Benefits:	Years		Age:	Years	
		Months			Months	
	Amount at FRA:	\$		Amount at FRA:	\$	
	Restricted App?	Yes / No		Restricted App?	Yes / No	

**PLAN ASSUMPTIONS**

<b>COLA</b>	%	<b>Discount Rate</b>	%	<b>State Tax Rate</b>	%
<b>Beneficiary Tax Rate</b>	%	<b>Default Portfolio</b>			
<b>Variable Annuity Fee Type</b>	None	% Rate _____ %	<b>Flat Fee</b> \$ _____		

**INCOME NEEDS**

<b>Monthly Income Need (in Today's Dollars)</b>		\$
<b>Monthly Survivor Income Need (in Today's Dollars)</b>		\$
<b>Short-Term Income Needs</b>		
<b>Name</b>		
<b>Monthly Need</b>	\$	\$
<b>Start Event</b>	<b>Date:</b> /    /	<b>Date:</b> /    /
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
<b>End Event</b>	<b>Date:</b> /    /	<b>Date:</b> /    /
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
	<b>2<sup>nd</sup> Death:</b>	<b>2<sup>nd</sup> Death:</b>

**ACCOUNTS (QUALIFIED AND NON-QUALIFIED)**

<b>Owner</b>		
<b>Account Type</b>	<b>Qualified / Roth / Non-Qualified</b>	<b>Qualified / Roth / Non-Qualified</b>
<b>Account Name</b>		
<b>Balance</b>	\$	\$
<b>Basis</b>	\$	\$
<b>Portfolio</b>		
<b>Account Cash Flows</b>		
<b>Flow</b>	\$	\$
<b>COLA</b>	%	%
<b>Start</b>	<b>Date:</b> /        /	<b>Date:</b> /        /
	<b>Age:</b> <b>Years</b> <b>Months</b>	<b>Age:</b> <b>Years</b> <b>Months</b>
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
<b>End</b>	<b>Date:</b> /        /	<b>Date:</b> /        /
	<b>Age:</b> <b>Years</b> <b>Months</b>	<b>Age:</b> <b>Years</b> <b>Months</b>
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
	<b>2<sup>nd</sup> Death:</b>	<b>2<sup>nd</sup> Death:</b>

<b>Owner</b>		
<b>Account Type</b>	<b>Qualified / Roth / Non-Qualified</b>	<b>Qualified / Roth / Non-Qualified</b>
<b>Account Name</b>		
<b>Balance</b>	\$	\$
<b>Basis</b>	\$	\$
<b>Portfolio</b>		
<b>Account Cash Flows</b>		
<b>Flow</b>	\$	\$
<b>COLA</b>	%	%
<b>Start</b>	<b>Date:</b> /        /	<b>Date:</b> /        /
	<b>Age:</b> <b>Years</b> <b>Months</b>	<b>Age:</b> <b>Years</b> <b>Months</b>
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
<b>End</b>	<b>Date:</b> /        /	<b>Date:</b> /        /
	<b>Age:</b> <b>Years</b> <b>Months</b>	<b>Age:</b> <b>Years</b> <b>Months</b>
	<b>1<sup>st</sup> Death:</b>	<b>1<sup>st</sup> Death:</b>
	<b>2<sup>nd</sup> Death:</b>	<b>2<sup>nd</sup> Death:</b>

**ACCOUNTS (QUALIFIED AND NON-QUALIFIED)**

<b>Owner</b>		
<b>Account Type</b>	Qualified / Roth / Non-Qualified	Qualified / Roth / Non-Qualified
<b>Account Name</b>		
<b>Balance</b>	\$	\$
<b>Basis</b>	\$	\$
<b>Portfolio</b>		
<b>Account Cash Flows</b>		
<b>Flow</b>	\$	\$
<b>COLA</b>	%	%
<b>Start</b>	Date:        /        /	Date:        /        /
	Age:                Years                Months	Age:                Years                Months
	1 <sup>st</sup> Death:	1 <sup>st</sup> Death:
<b>End</b>	Date:        /        /	Date:        /        /
	Age:                Years                Months	Age:                Years                Months
	1 <sup>st</sup> Death:	1 <sup>st</sup> Death:
	2 <sup>nd</sup> Death:	2 <sup>nd</sup> Death:

**DEBTS**

<b>Name</b>			
<b>Balance</b>	\$	\$	\$
<b>Start Date</b>	/        /	/        /	/        /
<b>Monthly Pmt</b>	\$	\$	\$
<b>APR</b>	%	%	%
<b>Deductible</b>	Yes / No	Yes / No	Yes / No
<b>Name</b>			
<b>Balance</b>	\$	\$	\$
<b>Start Date</b>	/        /	/        /	/        /
<b>Monthly Pmt</b>	\$	\$	\$
<b>APR</b>	%	%	%
<b>Deductible</b>	Yes / No	Yes / No	Yes / No