SALTBOX FINANCIAL

DOCUMENT CHECKLIST

Guidelines

Please upload **PDF** or **Excel** files whenever possible. You do not need to rename or retitle your files. If you take photos of documents, please make sure they are clear and legible.

Please do not email documents—use this secure upload link:

Secure Upload

Essentials

- [ ] Two most recent pay stubs
- [ ] Federal + State tax returns *(last year filed)*
- [ ] Most recent (*within past 30–90 days*) statement from all retirement accounts *(IRAs, 401(k)s, etc.)*
- [ ] Most recent (*within past 30–90 days*) statement from all non-retirement investment accounts
  - *For Vanguard investors: Include a cost basis statement*

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Core Statements

Most recent statement (within past 30 days) from:

- [ ] Credit card(s) *(if carrying a balance)*
- [ ] Checking and savings accounts *(Also: CDs, savings bonds)*
- [ ] 529 plan statements
- [ ] Housing loans *(mortgage, home equity line of credit, or loan)*
- [ ] Student loans
- [ ] Any other loans *(car, personal, etc)*
- [ ] Workplace retirement plan choices *(investment options list)*
- [ ] Social Security information → VIA SSA.GOV
  - → *If receiving benefits: Benefits Verification Letter*
    or: IRMAA notice / 1099-SSA tax form
  - → *If not yet receiving: Earnings Record*
    or: Earnings statement

As Applicable

- [ ] **Workplace benefits**
  (HSA statement, open enrollment choices)
- [ ] **Pension information**
  (pension paystub, vesting schedule, future payment or annuity options)
- [ ] **Change in employment**
  (new job offer, severance agreement, unemployment info)
- [ ] **Personal trust documents**
  (complete revocable trust or trust certificate page)

Less Common

- [ ] **Revenue + Expenses summary**
  (self-employed only)
- [ ] **Equity compensation details**
  (RSUs, ISOs, or NQOs)
- [ ] **Long-term care insurance policy**
  (coverage and premium details)
- [ ] **Annuity statement, whole life or universal life insurance policy**
- [ ] **Family trusts, loans, or gift details**