667 Shunpike Road, Suite 3
Chatham, NJ 07928
Phone: 973-514-2002
Fax: 973-514-1101
info@college-retirement.com
www.college-retirement.com

Clear, Concise Solutions for Your Future

Listed below are the documents we will need to assist in the creation of a financial strategy:

Income

- ❑ Copies of your paystubs and W-2's

Expenses

❑ Copies of mortgage note and statements showing balance, interest rate, years left on the mortgage, and monthly payment (*if applicable*)

❑ Copies of any second mortgage or home equity/line of credit statements showing balance, interest rate, years remaining, monthly payment (if applicable)

❑ Your annual cash-flow.
(Use this form (https://college-retirement.com/files/docs/budget.pdf) as a guideline to assist you in identifying how you spend your income.) We understand this is not a fun exercise, but the information we glean can be very helpful in adding to strategies to cover college costs.)

Investments

❑ Copies of CD's and the maturity dates of each

❑ Copies of the most recent brokerage account statements, including copies of your most recent mutual fund statements and values.

❑ Copies of all children's UTMA/UGMA custodial accounts or investment statements (if applicable)

❑ Copies of trust documents (if applicable)

❑ Copies of most recent retirement plan statements: 401k, 403b, IRA, Roth IRA's, etc.

667 Shunpike Road, Suite 3
Chatham, NJ 07928
Phone: 973-514-2002
Fax: 973-514-1101
info@college-retirement.com
www.college-retirement.com

Insurance

❑ Life insurance policies and individual disability insurance policies (*including death benefit, year purchased, cash values, benefits, elimination period, payment mode*)

Taxes

❑ Business owners (*sole proprietor, S Corp., partnerships, C Corp, LLC, etc*) - Copies of past 2 years tax returns.

❑ A tax transcript from the IRS ***(Please see below for details)***.

Tax Transcripts

Estimated Time Needed: 5 Minutes

We require tax return information from each of our clients so that we may gather the information needed to prepare your college plan. We use this information repeatedly throughout the various stages of the college planning process.

We are requesting the information in the form of a tax transcript (see sample at http://www.irs.gov/image/tax_return_transcript_page_1.jpg) so that there is less room for error, by not having to sort through the instructions of a 1040 to get the answers, as well as convenience. It also provides us with the information on 2 pages as opposed to a stack of paper for each client. This is better for the environment, and will reduce the amount of time that you have to spend faxing documents to us.

Getting us a tax transcript is easy. You can even request that the IRS mail one directly to us.

We are providing an IRS transcript request form pre-filled with our information and the forms that we are requesting. (https://college-retirement.com/files/docs/f4506t.pdf)

Here's how to do it:

1. **Please fill in your information, and print the form.**

667 Shunpike Road, Suite 3
Chatham, NJ 07928
Phone: 973-514-2002
Fax: 973-514-1101
info@college-retirement.com
www.college-retirement.com

Clear, Concise Solutions for Your Future

2. **If you are a resident of New Jersey, New York, or Pennsylvania, mail the request to:**

RAIVS Team
P.O. Box 145500
Stop 2800 F
Cincinnati, OH 45250

Otherwise please see page 2 of the PDF for the proper mailing address.

Once again, we thank you for taking this step. It will allow us to supplement your planning quickly, and accurately.