

STRATEGIC PLANNING PREP SHEET

*Please begin uploading documents as soon as they are available . So that we can best prepare, we ask that you send them in **no later than 30 days in advance of your meeting** . Feel free to send them in smaller batches if it is more convenient as we understand that your tax return may not be completed right away.*

How to Prepare

- Upload documents ASAP!
- Review and complete agenda
- Have a list of usernames and passwords:
 - 401(k)
 - Login.gov
 - DFAS / MyPay
 - TSP
 - Social Security
 - Mortgage
 - Other Employer HR Portal

Other Documents

- Mortgage Statement
- Other Debt
- Restricted Stock
- Options
- Other company stock incentives
- Monthly budget
- Tax Return Source Data:
 - Income (W-2s, 1099-Rs, SSA-1099s, etc.)
 - Deductions (charity cont., mtg. int., etc.)
 - Estimates (record of all estimated payments)

Payroll Stub(s) / LES

- Self
- Spouse

Social Security Statement

- Self (www.ssa.gov)
- Spouse (www.ssa.gov)

Federal and State Tax Return

- 2023 Federal
- 2023 State

Retirees

- DFAS Retiree Account Statement
- OPM Annuity Adjustment
- OPM Annual Summary of Payments
- VRS Monthly Benefit
- FERS/CSRS Retiree Benefit Booklet
- FEGLI (login.gov)
- VRS Insurance Amount
- VA Disability Award Letter

Savings and Retirement Statements

For accounts not held with Mason & Associates

- Thrift Savings Plan (TSP)
- IRAs / Roth IRAs
- Mutual Funds / Savings Accounts / CDs
- Brokerage Accounts
- 401(k) / 403(b) (tax sheltered annuity)
- SIMPLE, SEP, Other Retirement Plans

Insurance and Annuity Contracts

- Life Insurance Annual Statement
- Disability Annual Statement
- Group Insurance (amount and cost)
- Variable, Fixed, or Indexed Annuity Statement
- Long Term Care Annual Statement
- Long Term Care Premium Adjustments
- Life Insurance Illustrations