MASON
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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

- [ ] 2022 Federal
- [ ] 2022 State

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

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

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