MASON

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STRATEGIC PLANNING PREP SHEET

The earlier we have these, the better. ***Please begin uploading immediately*** *and aim to have all documents in no later than 30 days in advance of your meeting. It is okay to send them in batches and we understand that the tax return may be the last document to trickle in.*

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

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

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)

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