



# ANNUAL REVIEW PREP SHEET

Please bring **PHOTOCOPIES** of the following applicable documents to our meeting.  
All information will be treated **CONFIDENTIALLY**.

## Most Recent Payroll Stub(s) / LES

- Self
- Spouse

## Current Social Security Statement(s)

- Self
- Spouse

## Income Tax Returns (most recent)

- Self
- Spouse (if filing separately)

## Savings and Retirement Statements

**For accounts not held with Mason & Associates**  
(current statements preferred)

- Federal Thrift Savings Plan (TSP)
- IRAs / Roth IRAs
- Mutual Funds / Savings Accounts / CD's
- Brokerage Accounts
- 401(k) / Keogh / SEP Accounts
- 403(b) (Tax Sheltered Annuities)
- Pension Plans / Profit Sharing

## Questions **Email responses to [masonsupport@cfiemail.com](mailto:masonsupport@cfiemail.com).**

1. What has changed since our last meeting?
  - a. Family
  - b. Financial
  - c. Work
2. What are the big items you want to discuss at our meeting?
3. Has your retirement goal changed?
4. What debt have you eliminated or acquired?

## Insurance / Annuity Contracts, Statements, and In-force Illustrations

**For accounts not held with Mason & Associates**

- Life
- Disability
- Group Insurance
- Annuities
- FEGLI / VRS Group Life
- Long-Term Care Plans
- VRS Member Benefit Profile (Available on-line)
- Federal Employee Personal Statement of Benefits (GRB, formerly EBIS) (Available on-line from OPM)

## Other

- Passwords: TSP, 401(k), Social Security, OPM, DFAS/myPay, HR portal, Payroll service, Bank, Mortgage company, Email
- Banking Information: Routing & Checking
- Beneficiary Information: Name, DOB, SSN, Address, Phone Number