11827 Canon Boulevard, Suite 204
Newport News, VA 23606
Phone: (757) 223-9898
Toll Free: (800) 89MASON
Fax: (757) 223-9990

Documents Needed for Planning

Please bring **PHOTOCOPIES** of the following applicable documents to our meeting.

All information will be treated **CONFIDENTIALLY**.

Most Recent Payroll Stub(s), LES, Earnings/Annuity Statements

- ☐ Self
- ☐ Spouse

Current Social Security Statement(s)

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

Income Tax Returns (past two (2) years)

- ☐ Self
- ☐ Spouse (if filing separately)

Divorce Decree(s), Separation Agreement(s), and Prenuptial Agreement(s)

- ☐ Self
- ☐ Spouse

Wills / Trusts

- ☐ Self
- ☐ Spouse

Company Benefits (Non Federal)

- ☐ Retirement
- ☐ Insurance
- ☐ Pension Estimates

Savings and Investment Statements

(current statements preferred)

- ☐ Thrift Savings Plan (tsp.gov)
- ☐ IRAs / Roth IRAs
- ☐ Mutual Fund / Savings Accounts/CD's
- ☐ Brokerage Accounts
- ☐ 401(k) / Keogh / SEP Accounts
- ☐ 403(b) (Tax Sheltered Annuities)
- ☐ Pension Plans / Profit Sharing
- ☐ Voluntary Contribution Plan (CSRS ONLY)
- ☐ Other

Insurance(s), Annuity Contracts, and Annual Statements

- ☐ Life
- ☐ Disability
- ☐ Group Insurance
- ☐ Annuities (Variable, Fixed, and Index)
- ☐ Long-Term Care Plans

Other

- ☐ VRS Member Benefit Profile (Available on-line)
- ☐ Federal Employee Personal Statement of Benefits (EBIS) (Available on-line from OPM)