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

Payroll Stub(s) / LES

- ☐ Self
- ☐ Spouse

Social Security Statement

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

Federal and State Tax Return

- ☐ 2024 Federal
- ☐ 2024 State

Savings and Retirement Statements

For accounts not held with Mason & Associates

- ☐ Thrift Savings Plan (TSP)
- ☐ IRAs / Roth IRAs
- ☐ Mutual Funds / Savings Accounts / CD's
- ☐ Brokerage Accounts
- ☐ 401(k)
- ☐ 403(b) (Tax Sheltered Annuities)
- ☐ Simple, SEP, Other 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 & Annuity Contracts

- ☐ Life Insurance Annual Statement Disability
- ☐ Annual Statement
- ☐ Group Insurance (Amount and Cost)
- ☐ Variable, Fixed, or Index Annuity Statement
- ☐ Long Term Care Annual Statement
- ☐ Long Term Care Premium Adjustments Life
- ☐ Insurance Illustrations