BASSETT, DAWSON & FOY, INC.
COMPREHENSIVE WEALTH MANAGEMENT *Since 1984

An Independent Registered Investment Advisor

E.A. Delle Donne Corporate Center
1011 Centre Road, Suite 110
Wilmington, DE 19805
302-999-9330

CHECKLIST OF DATA AND DOCUMENTS

1. Family data, ages, including parents of clients and spouse.	________________
2. Copies of federal and state tax returns for past 3 years; corporate returns, if any.	________________
3. Copies of any federal gift returns.	________________
4. Complete data on businesses owned.	________________
5. Copies of partnership agreements or by-laws of businesses owned.	________________
6. Copies of wills, trust agreements, divorce settlement agreements, buy/sell agreements, and any other agreements relating to testamentary disposition.	________________
7. Data on all real estate owned (individual or corporate) including location, date purchased, cost basis, current fair market value, and mortgage details.	________________
8. Breakdown of income from all sources. Include recent salary check stubs.	________________
9. List of all assets owned, dates of purchase, cost basis, and reason for owning, including savings accounts, notes receivable, mortgages, bonds, stocks, education trusts, etc.	________________
10. Copies of contracts or plan descriptions for employee benefits, such as pension plans, profit sharing plans, deferred compensation plans and group insurance plans. (i.e. Benefax, Stock Options).	________________
11. Most recent report from employer of Present benefit plans. (i.e. Savings Plan Statement).	________________
12. Copies of life insurance policies and disability income policies.	________________
13. Estimated value of all personal property; including automobiles and boats.	________________
14. Information on present or anticipated inheritances.	________________
15. Summaries of any financial objectives or plan you may have completed in the past.	________________