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Denver, CO 80111
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In order to assist with Funding your Trust(s), the following checklist is provided for your convenience.

Please provide us with the following as soon as possible:

Bank/Cash Accounts

- Copies of your most recent statements for each bank account (checking, savings, CD, Money Market)
- Documentation for any Safe Deposit Boxes
- Bank Name, Address, Contact Information, Account Owner, Account #

Investment Accounts

- Complete copies of your most recent statements for each investment account
- Brokerage Firm Name, Address, Representative Name, Contact Information, Account #
- Contact each company (or representative) and request a Change of Ownership Form

Stocks

- Copies of the face of any stocks you hold in certificate form or a copy of the book entry statement for each account

Company Stock Options

- Complete contract for all stock options

Bonds

- Copies of the face of any E, EE, or I bonds you own or a copy of the book entry statement for each bond

Personal Effects

- Copies of all recent insurance statements for all insured personal property, including vehicles
- Bring original vehicle titles to the meeting
- Documentation for toys, boats, planes, RVs, trailers, ATVs, etc.

Retirement Plans

- Copies of your most recent statement for all IRA, 401(k), or other retirement plans
- Name and Address of Company and Account/Policy #
- Contact each company and request a Change of Beneficiary Form to bring to meeting

Pension Plans

- Copies of any statements or documentation of plan
- Name and Address of Company and Account/Policy #
- Contact each company and request a Change of Beneficiary Form if there is any lump sum at death

Life Insurance

- Copies of your most recent statement for each policy
- Insurance Company Name, Address, Contact Information, Name of Insured, and Policy#
- Contact each company and request a Change of Beneficiary Form

Annuities

- Full copies of each annuity contract
- Copies of your most recent statements for each policy
- Company Name, Address, Contact Information, Name of Insured, Benefit Amount, and Policy #
- Contact each company and request a Change of Beneficiary Form

Monies Owed

- Copies of promissory notes, agreements, or other written evidence of the debt owed to you

Partnership Interests

- Copies of partnership agreement, partnership certificate (if issued), or other written evidence of the entity and your ownership interests

Business and Professional Interests

- Copies of stock or membership certificates (if issued) or other written evidence of the entity and your ownership interest

Sole Proprietorships

- Copies of documentation or other written evidence of the entity and your ownership interest

Oil, Gas, Mineral, Water, Royalty Interests

- Copies of all Recorded Deeds, Division Orders, leases, contracts, certificates, decrees, or other written evidence of ownership
- Correspondences including Name, Address, and Contact Information from entity paying you royalties

Real Estate

- Copies of all Warranty Deeds, leases, contracts, or other written evidence of ownership
- Copies of all Deeds of Trust
- Mortgage Company Name, Contact Information, Address, and Loan #

Additional Lists or Documentation

- List of all livestock, farm and ranch equipment, and machinery
- List of any other assets that are not covered above