

CHECKLIST OF INFORMATION REQUIRED FOR LEVEL 4

We need copies (PDF or physical) of each of the documents listed below. If you do not have access to a scanner or copy machine, please bring the originals to our office and we will scan them for you. Use the column marked “✓” to check off the documents that you have provided; if no such document exists, please enter “N” in that column. H stands for Husband and W stands for Wife. If not married, use either column. We need this requested information in order to design the final Life Care and Asset Protection Plan and in order to file for Medicaid.

Identity Information:

H W

Verification of:	Document(s) required:		
Identity	Photo ID such as Driver’s License, DMV Adult ID, or passport	✓	✓
Date of Birth	Birth Certificate if available, Baptismal Record, or resident alien card		
Social Security	Social Security Card if available		
Address	Deed or Lease to current residence		
Marriage	Marriage certificate		

Estate Planning Documents:

H W

Name of document		
Last Will and Testament	✓	✓
Declaration of Trust or Trust Agreement		
Powers of Attorney (Financial, Durable, Real Estate, other)		
Advance Medical Directive (Medical POA, Health Care Proxy, Living Will, etc.)		
Other		

Insurance Documents:

H W

Type of document		
Medicare Card (front and back)	✓	✓
Health Insurance Cards (front and back)		
Health Insurance Premium Verification (payment coupon or letter from ins. company)		
Long Term Care Insurance Policy Information (Daily Amount, Total Pool of Benefits, etc)		
Life Insurance Policies (face value and cash surrender value)		
Proof of Disability (Benefit Verification Letter) for any disabled child		
Other		

Verification of Assets:

		H	W
Type of Property	Document required	✓	✓
Checking accounts	Last 4 months of statements (5 years for Maryland)*		
Savings accounts	Last 4 months of statements (5 years for Maryland)*		
Money markets	Last 4 months of statements (5 years for Maryland)*		
Mutual funds	Last 4 months of statements (5 years for Maryland)*		
CDs	Last 4 months of statements (5 years for Maryland)*		
Brokerage accounts	Last 4 months of statements (5 years for Maryland)*		
IRAs / 401(k)s / 403(b)s	Last 4 months of statements (5 years for Maryland)*		

***For all statements, please be sure to copy the front AND back of every page, including the miscellaneous pages and advertising pages at the end of each statement.**

Real property	Deeds for each parcel of real estate owned or sold within the last 5 years		
Closing documents	For any real estate sold within the last 5 years		
Vehicle	Title, Registration & current mileage for each vehicle		
Stocks and bonds	Front & back of each certificate or bond		
529 Accounts	Most recent statement		
Medical / Health Savings Accts	Most recent statement		
Business or Trust Assets	Business or Trust Formation Documents		
Loans Owed to You	All pages of promissory notes & other loan documents		
Cemetery / Burial Plots	Deed or ownership certificate		
Prepaid funeral arrangements	All contract documents and referenced docs		
Cash / Coins / Similar Items	Appraisal if applicable or total value if legal currency		
Gold / Silver Bullion / Jewels	Appraisal if applicable or total current market value		
Other assets	Some type of written verification		

Verification of Income and Deductions:

		H	W
Type of document		✓	✓
Income tax returns (IRS 1040) for last five years			
Annual statement of gross monthly Social Security income and deductions (Social Security "New Benefit Amount" Letter) for the current year			
Written verification of gross monthly pension income and deductions for the current year			
Written verification of gross monthly veteran's benefits income and deductions for the current year			
Written verification of other gross monthly income for the current year			
Written verification of any other sources of income for the current year			

"Written verification" would include a paycheck stub, direct deposit verification, or a Notice of Annuity Adjustment

