

Initial Document Checklist – International Clients

Following are several pieces of information we need to start our relationship. Some of the below may not be applicable to your specific situation

To Open Your Accounts

Passport: First two pages of passport for any individual opening an account

This is also needed for any account where you are naming a beneficiary. For instance, if you have any children and will name them as a contingent beneficiary on an IRA account, please provide the first two pages of their passport as well.

Utility Bills*: One utility bill in the name of each individual opening an account (or one in joint name)

- Acceptable utility bills include power, gas, water, etc. They will not accept cell phone or cable bills.
- The bills need to be dated within 60 days.

Bank Statements*: One bank statement in the name of each individual opening an account (or one in joint name).

- The statements need to be dated within 60 days.

Tax Returns: Most recent US and foreign tax returns.

Salary Certificate(s) & Certificate(s) of Withholding

Investment Account Statements

- Individual/joint accounts, IRAs, Roth IRAs, 529 accounts, etc.
- Most recent statement

2nd & 3rd Pillar Statements: Most recent statements available.

For Our Discussion, Planning, & Analysis

Cash Flow / Balance Sheet

Investment Fact Finder

Wills, Trust Documents, and Powers of Attorney

Life, Disability, and Long-Term Care Insurance

- Copy of policy(ies) and latest premium notice(s)

Pension Benefit or Profit Sharing Statements

Stock Options / RSUs: Most recent statement

Deferred Compensation: Most recent statement and any additional information.

US and Foreign Social Security Statements

*If you have trouble collecting these items in individual/joint name, please let us know. We have encountered this before and have alternative items we can collect for verification that are acceptable to the Custodian.