

**SAMPLE DISCLOSURE REQUEST: DOCUMENTS TO PROVIDE TO
MADDOX & GEROCK, P.C. ALONG WITH FINANCIAL SUMMARY**

Tax Returns

Please furnish complete and signed copies of your State and Federal income tax returns for the last five (5) years including all schedules, W-2 forms, and 1099's.

Net Worth Statements/Loan Applications

If you or any company in which you have an interest has filed any financial statements, net worth statements, or loan applications in the last five (5) years for any reason, please furnish copies of such financial or net worth statements, and applications. If you do not have a copy in your possession, please kindly contact the financial institution to which you submitted these statements and/or applications and obtain copies of them.

Retirement Plan

For each profit sharing, pension, keogh, annuity, or retirement plan, for which you are a participant, please provide a copy of the summary plan description, a statement as to your current interest in such plan and its monetary value, and any projected or actual annuity or benefits statements, including statements for military retirement. Please also provide account statements for the last three (3) years.

Retirement Accounts

If you are the owner of any individual retirement accounts (IRA), please provide recent documents showing the name(s) of the financial institution(s), account number(s), beneficiary(ies) and current statement(s) indicating the balance(s) in the account(s). Please also provide account statements for the last three (3) years.

Military Retirement

If applicable:

- a. Date you began employment for creditable service toward pension.
- b. Number of months of creditable service as of the separation date.
- c. The date upon which you first became eligible for retirement.
- d. Your official rank upon the date you first became eligible for retirement.
- e. The date upon which you retired.
- f. Your official rank upon the date you retired.
- g. Your disability rating(s), if any.
- h. A copy of your military DD Form 214.

- i. Any and all correspondence to or from Defense Finance and Accounting Services (DFAS) and/or the Veteran's Administration (VA) relating to your retirement from the U.S. military.
- j. Any and all documents related to and/or indicating your VA disability rating, if any.
- k. Any and all documents related to any waiver of retirement pay and/or retirement benefits, including without limitation any waiver in favor of VA benefits.
- l. Any and all documents evidencing and/or calculating military retired pay calculated on a monthly basis that you are entitled to receive or are receiving.
- m. Any and all documents evidencing survivor benefit coverage elections.

Real Estate

If you have any interest(s) in any real estate, for each address, secure a copy of the deed(s), mortgage statements, deed of trust, and settlement papers. If any property has been appraised for any reason within the last three (3) years, such as for an insurance mortgage loan, refinance, or contemplation of sale, please furnish us a copy of the appraisal(s).

Life Insurance

Please furnish us copies of the face sheet of all life insurance policies owned and any recent statements, setting forth the name of the insurance company, face amount of the policy, policy number, owner(s) of the policy, beneficiary(ies), annual or periodic premium(s), and the terms and conditions of each such policy.

Business Interests

For each business entity in which you own an interest or have owned an interest at any time in the last five calendar years, please furnish us copies of the following documents:

- a. Current financial forecasts/projections and/or business plans, if any
- b. Audited/reviewed/compiled annual financial statements as of the current year and the last three years
- c. Unaudited (i.e., internal) financial statements for each of the last three years
- d. Federal income tax returns for the last 5 years
- e. Sales and profit contribution analysis by service category, customer, contract, division, etc. (whichever are applicable) for the last 5 years
- f. Sample/representative customer contract/agreement(s)
- g. A listing of any: internally developed software; patents owned or applied for; trademarks, trade names, copyrights, and domain names owned

- h. For each office/facility provide: duration of lease; approximate size; rent expense for last calendar year
- i. Number of employees by functional area as of 1st day of this year and currently
- j. A list of all key employees (e.g., senior management/owners) including: dates of hire; positions held; profiles/bios (if not on website); and annual compensation (base and bonus, non-salary items) for the last 5 years
- k. Operating Agreement including amendments
- l. Board minutes for last year, if any
- m. Copies of any prior appraisals performed on the Company, if any
- n. Name and address of management representative
- o. Documents that identify the interest you own (e.g., number of shares, percentage, type of shares, etc.).
- p. Documents that identify the amount paid by you for your interest.
- q. Documents that identify the value of your interest.
- r. Documents that identify your rights and obligations as a holder of the interest.
- s. Documents that set forth the relationship by, between, and among the owners of the entity in which you have an interest, including without limitation Shareholder Agreements, Buy Sell Agreements, Partnership Agreements, and Operating Agreements.

Personal Checking/Savings Accounts

Please furnish copies of account statements for any and all checking and/or savings accounts, whether in your name individually or jointly with another person(s) for last three years

Investments, stocks, stock options, mutual funds, bonds, certificates of deposits

Please furnish copies of account statements for any and all investments, stocks, stock options, restricted stock, mutual funds, bonds, certificates of deposit and other such accounts, whether in your name individually or jointly with another person(s) for last three years

Personal Credit Card Statements

Please furnish copies of account statements for any and all credit card accounts, whether in your name individually or jointly with another person(s) for last three years

Business Credit Card Statements Used by You

Please furnish copies of account statements for any and all business credit card accounts, used by you for last three years

Pay Statements

Please furnish copies of your pay statements, including statements for the payment of bonuses, from all places of employment for the last three years

Statements of other accounts

Please furnish copies of statements for any and all other accounts set up by you for or on behalf of any other person or person(s) including without limitation any of your children, and/or for any other person other than your spouse during the last three years

Other Assets

Please provide statements or any other documents evidencing assets you possess or own, not otherwise identified herein.