



Checklist of Items to Bring to Your First Investment & Financial Planning Meeting

The following is a list that will be helpful information to review during your first initial meeting. This data provides the most comprehensive view of where you currently stand financially. Bringing in as much information as possible allows us to obtain a more accurate picture on the best way to help you pursue your financial goals. All items listed on the checklist may not apply to you at this time, however, the list can be a helpful guide as you gather the items that apply currently to you and your family.

Current income & identity documents such as:	Current salary information (recent pay stubs), last year's tax return, birthdates, address, social security numbers and beneficiary information.
A list of typical monthly expenses:	<p>Complete the "Budget" worksheet Or Alternatively: Provide your own list of expenses Or Alternatively: Estimate fixed expenses (utility bills, etc.) and estimate typical monthly credit card charges.</p> <ul style="list-style-type: none"> • Note: this step is usually the most time consuming and often leads to clients being overwhelmed. Do not let this prevent you from establishing a plan. Do what you can and then give it back to us to refine. • The most important budget item for us is "Savings." This is money you save for the future.
Most recent statement from any existing accounts, such as:	<ul style="list-style-type: none"> - 401(k) or other employer sponsored retirement plan - IRA - Bank accounts - Trusts and Wills - Insurance policies
A list of goals and/or questions:	<p>Any long or short-term goals you have for your money (example: planning for a vacation, buying a new home, saving for college, planning for retirement).</p> <p>Financial Plan timeline (desired retirement date, etc.)</p> <p>What questions or concerns you have about investing.</p> <p>Whether you are expecting or have experienced any significant life changes, such as career changes, marital status, death in the family, empty nest or having a child.</p>

Budget Data Gathering

Personal & Family Expenses		Home Expenses	
Category	Monthly Expense	Category	Monthly Expense
Alimony		First Mortgage	
Books/Magazine		Second Mortgage	
Business Expense		Equity Line	
Cash-Misc.		Real Estate Taxes	
Cell Phone		Rent	
Charitable Donations		Homeowner's Insurance	
Child Activities		Association Fees	
Child Care		Electricity	
Child Support		Gas/Oil	
Child Tutor		Trash Pickup	
Clothing		Water/Sewer	
Club Dues		Cable	
Credit Card Payment		Internet	
Dining		Telephone (landline)	
Education		Lawn Care	
Entertainment		Maintenance - Major Repairs	
Gifts		Maintenance - Regular	
Groceries		Furniture	
Healthcare - Dental		Household Help	
Healthcare - Medical		Other	
Healthcare - Prescriptions			
Healthcare - Vision			
Hobbies			
Household Items			
Laundry/Dry Cleaning			
Personal Care			
Personal Loan Payment			
Pet Care			
Recreation			
Student Loan Payment			
Vacation/Travel			
Other			

Vehicle #1 Expense		Vehicle #2 Expense	
Category	Monthly Expense	Category	Monthly Expense
Loan Payment		Loan Payment	
Lease Payment		Lease Payment	
Insurance		Insurance	
Fuel		Fuel	
Repairs/Maintenance		Repairs/Maintenance	
Parking/Tolls		Parking/Tolls	
Other		Other	

Savings		Personal Insurance	
Category	Monthly Expense	Category	Monthly Expense
Bank Savings		Disability for Client	
Retirement Savings		Disability for Co-Client	
Retirement Savings		Life for Client	
Education Savings		Life for Co-Client	
Education Savings		LTC for Client	
Education Savings		LTC for Co-Client	
Other		Umbrella Liability	
Other		Other	