

## Checklist for Our Initial Meeting

### CASH FLOW / NET WORTH INFORMATION

- Compensation package (paystub)
- Monthly expenses / budget
- Tax returns from prior calendar year
- List of real estate holdings and rental income (if applicable)
- Liabilities (balance owed, interest rate, monthly payment)

### RETIREMENT PLANS & INVESTMENTS

- Employer sponsored 401(k) plan: Most recent-statement, employer matching plan and investment options
- Pension plan: payout quotes
- Other employer sponsored retirement plans: deferred compensation, stock options, stock purchase plans
- Investment accounts (IRAs, 529s, non-qualified): most-recent statement
- Social Security: most-recent statements (can be downloaded at [www.ssa.gov](http://www.ssa.gov))

### ESTATE PLANNING & INSURANCE

- Last Will & Testament
- Other estate planning documents (Powers of Attorney, Living Will, Living Trusts)
- Group life and disability insurance
- Individual life and disability (benefit amount, premium, company, copy of policies—if available)

### FOR BUSINESS OWNERS

- Existing operating agreements and buy/sell insurance policies
- Business tax returns from prior calendar year
- List of existing team of advisors (CPA, attorney, insurance agent, etc)

### QUESTIONS TO THINK ABOUT

- As you think about your family, your career and your money, what are your most important priorities over the next 3-5 years?
- What does an ideal retirement look like? Do you intend to continue working? How will you spend your time?
- How much after-tax monthly income does it take to comfortably maintain your lifestyle?
- How do you envision having an impact in the lives of others (family members, schools, charities, etc) with your financial resources?
- What values should be incorporated within your financial plan to help us stay focused on what's most important to you?