

# "Get Organized" Checklist

To create your comprehensive financial plan we need insight into your current financial picture. Please upload digital files into Secure Client Website of the following documents that fit your situation:

## Income/Expense

- Summary of Monthly Income
  - Summary of Monthly Expenses
- Include any or all of the following:**
- Your current "budget" or estimated expenses
  - Bank statements from the last 3-6 months
  - Quicken, Quickbooks, [mint.com](http://mint.com), or other tracking summary

## Investments

### Copies of latest statements for:

- Checking Accounts
- Savings Accounts
- Brokerage accounts
- IRAs/Roth IRAs
- 401(k)s, Roth 401(k), 403(b)
- Defined Benefit or Other Employer-Sponsored Retirement Plan
- Non-residence Real Estate Holdings (mortgage, rent, maintenance, other expenses)
- Education accounts (529s, Coverdell, UGMA/UTMA)

## Home Financing

- Information on current mortgage terms
- Alternatives for refinancing (if known)
- Home Equity Line of Credit: balance and terms

## Remodeling

- Estimates or dollar amount expected for jobs intended or considering

## Debt

- Credit Card
- List all cards that have a balance and applicable

interest rate. If interest rate will reset, include start date and amount of new rate.

- Student Loan information
- Other Personal Debt

## Risk Management

### Copies of policies for:

- Life Insurance
- Homeowners/Renters Insurance
- Automobile Insurance
- Disability Insurance

Information on any employer plan and details on personally-owned policy

- Umbrella Insurance
- Health Insurance

Copy of policy if independent; details of employer plan (premium, frequency)

- Long Term Care Insurance
- Rental Real Estate Insurance

## Taxes

- Copy of most recent tax return
- Copy of your latest paycheck

## Employee Benefits

- List of all options available at work and/or brochure from your employer explaining benefits available

## Estate Planning

- You can bring your trust documents, wills, powers of attorney, etc. if you want to. Depending on what you set up, it can be voluminous. If this is the case, please just bring a list of what you have in place already.