

Annual Service Checklist

Prepared for:

Financial Planning & Investment Management

1 ☒ Monthly scan to keep investment accounts within "guardrails"

Notes: Just like driving a car down the road, sometimes our investments can drift. Regular scans ensure you're still on the right path

2 ☒ Manage money in and out of investment accounts

Notes: Did you fund your accounts for the year already? Or was it last year? How much was the maximum again? We remove all doubt and ensure deadlines are met.

3 ☒ Ensure dividends/capital gains reinvest only in retirement accounts

Notes: We double check all your retirement accounts to help the tax-sheltered compounding growth of dividends. Avoid losing decades of dividend growth.

4 ☒ Scan for large cash balances (invest idle cash)

Notes: Many people don't know if their accounts are fully invested or not. Oftentimes, large cash positions can sit for years before action is taken. This prevents that mistake from ever happening.

5 ☒ Evaluate if your investment mix is still appropriate given your life stage & market risk

Notes: When exiting the freeway, would you rather swerve across 5 lanes of busy traffic to make the exit? Or be prepared and already be in the right lane? Same goes for your investments; we want to ensure you're in the correct lane for where you're headed.

6 ☒ Confirm retirement account eligibility, limits, & deadlines

Notes: Keep on top of the constantly changing retirement rules & make sure you aren't penalized for not staying up to date. Especially for self-employed plans.

7 ☒ Analyze & update current financial strategy

Notes: Make better informed decisions for today while planning into the future. What would it look like moving/retiring to a different state? Or sell that property? What would it look like if the market went through a 2008-like event again? All these scenarios can be examined, and more.

Taxes & Estate Planning

8 ☒ Capital gains tax analysis

Notes: How much tax liability is being generated from your taxable investments? Many people don't take the time to review this & end up missing opportunities to save taxes in the future.

9 ☒ Personal tax return analysis

Notes: Ensure all investment-related fields are correct on the tax form. Then plan for the future by maximizing current tax brackets and reducing lifetime taxes.

10 ☒ Tax-Loss harvesting scans (in taxable investment accounts)

Notes: Help save some taxes by briefly selling investments at a loss. This offsets taxable gains generated in non-retirement accounts and can even offset some of your regular income.

11 ☒ Deliver tax forms generated by investment accounts

Notes: This helps reduce tax stress for yourself and ensures you have all the documents you need.

12 ☒ Tax letter summary

Notes: This letter helps keep your tax preparer up-to-date with what has been happening in your accounts. This helps prevent critical errors from being overlooked.

13 ☒ Confirm beneficiaries are listed on accounts and are correct

Notes: Life changes all the time. This ensures your accounts are staying up to date with how the relationships in your life develop.

14 ☒ Confirm wills & trusts are established and up-to-date

Notes: This will reduce confusion, pain, and expenses in the event of your passing. Work closely with an estate planning attorney to ensure your accounts & belongings are distributed correctly to avoid probate fees.

15 ☒ Evaluate Roth conversion opportunities

Notes: Knowing when to convert funds to Roth accounts can lock in tax-free growth & help maintain lower future tax rates. This can also help avoid any retirement tax "landmines" by forced withdrawals on funds that haven't been taxed yet.

This list is not completely inclusive of everything done for you throughout the year, but serves as a "standard of care" for you as something you can count on being completed each year for you.

If you have any questions, or need anything updated, please reach out to schedule an appointment.

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