Financial Organization Guide

Client Information			
Client		Co-Client	
Name		Name	
Date of Birth		Date of Birth	
Address		Address	
Primary Phone		Primary Phone	
Email Address		Email Address	
Preferred form of communication:		Preferred form of communication:	

Immediate Family Information		
Name	Relationship	Date of Birth

Occupation			
Client		Co-Client	
Employer		Employer	
Position		Position	
Length of Employment		Length of Employment	

Client Income				
Client	Annual $	Annual Increase	Start	End
Salary				
Bonus/Commission				
Self-Employment				
Pension/Annuity				
Social Security				
Rental Income				
Other				

Co-Client Income				
Client	Annual $	Annual Increase	Start	End
Salary				
Bonus/Commission				
Self-Employment				
Pension/Annuity				
Social Security				
Rental Income				
Other				

Expenses (Debts & insurance premiums counted separately below)			
Description	Annual Amount	Start	End
Living Expenses - Current			
Living Expenses – Retirement anticipated			

*Additional expenses may include vacations, home maintenance, etc. if not counted in annual living expenses

Savings			
Description	Account Owner	Monthly Amount	Employer Match (if any)

Assets & Investments (401k, IRA, 529, Taxable, Bank, etc.)			
Account Description	Account Type	Account Owner	Balance
Example – Current Employer Plan			

Liabilities (Real Estate, Auto, Business, Credit Card, School, etc.)				
Description	Current Balance	Interest Rate	Maturity Date	Monthly Payment

Property Information					
Description	Purchase Price	Purchase Year	Value	Property Tax	Insurance

Insurance Policies						
Policy Type	Owner	Insured	Beneficiary	$ Benefit	Annual Premium	Cash Value

Estate Planning				
Description	Y/N	Owner	Year Drafted	State Drafted
Wills				
Beneficiary Designations				
Living Trusts				
Powers of Attorney				
Living Wills				
Other				

Financial Concerns	
Description	Notes

Financial Goals			
Description	Goal	Priority	Notes
Retirement Ages			
Retirement Expenses			
College Funding			
Annual Vacations			
Remaining Estate			
Start a Business			
Vacation Home			

Additional Advisors			
Practice Area	Name	Firm	Contact Info
Accountant			
Estate Attorney			
Insurance Agent			
Other			

Miscellaneous Pertinent Information (Examples: Planned job change, future business purchase/sale, anticipated inheritance, planning for children, etc.)

Document Checklist

Income & Taxes (Most Recent)

- Federal and State Tax Returns
- Gift Tax Return
- Trust Tax Return

Savings and Investments (Statements should initially be provided, but ideally these accounts will be electronically linked to your Financial Planning Profile)

- Bank Accounts
- Brokerage, Investment & Mutual Fund
- Retirement (401k, IRA, 403b, etc.)
- Annuity
- Pension Plan
- Stock Option Plans
- Education Funding Accounts

Liabilities (Statements may be provided, but ideally these accounts will be electronically linked to your Financial Planning Profile)

- Mortgage
- HELOC
- Student Loans
- Other Loans

Insurance Policies

- Life Insurance
- Health Insurance
- Disability Insurance
- Long Term Care Insurance

Legal Documents

- Wills
- Trusts
- Powers of Attorney

Miscellaneous

- Social Security Benefit Statement or Estimate
- Cash Flow Worksheet
- Employee Benefits Summary