

Materials to Review

Please send or bring the following items to our office:

- Most recent paystubs
- Most recent federal and state income tax returns
- Employee benefit statements and booklets
- Pension statements and/or booklets with pension formula
- Most recent Social Security benefit statements
- Bonus plans
- Values of titled personal assets
- Most recent investment statements
- Most recent mortgage statements, origin date and amount
- Current wills, trust documents and other legal documents
- Life, disability and long-term care insurance policies, statements and illustrations (if available)
- Annuity statements
- Last three months of bank and/or money market statements
- Stock option and restricted stock statements
- Deferred compensation arrangements

Please include the following business related items:

- Current profit and loss statement
- Buy-sell agreements
- Business insurance policies, statements and illustrations (if available)
- Retirement plan document

Personal and Financial Data

First Person: _____	Second Person: _____
Sex: _____ Birthdate: _____ Retirement Age: _____	Sex: _____ Birthdate: _____ Retirement Age: _____
Marital Status: _____ Home Phone #: _____	Marital Status: _____ Home Phone #: _____
Street: _____	Street: _____
City: _____ ST: _____ Zip Code: _____	City: _____ ST: _____ Zip Code: _____
e-mail: _____ Business Phone: _____	e-mail: _____ Business Phone: _____
Will / Trust: _____ Type: _____ Last Updated: _____ Living Will / Health Care Proxy / Power of Attorney	
Other estate planning documents: _____	

PERSONAL FOCUS AREAS

- | | | |
|--|--|---|
| <input type="checkbox"/> Comprehensive financial plan
<input type="checkbox"/> Provide college funds for children
<input type="checkbox"/> Borrow funds for college educations
<input type="checkbox"/> Avoid probate costs and delays
<input type="checkbox"/> Minimize estate taxes
<input type="checkbox"/> Discuss program of gifting | <input type="checkbox"/> Grow retirement savings
<input type="checkbox"/> Life insurance review
<input type="checkbox"/> Protect earned income if disabled
<input type="checkbox"/> Establish /review estate plan
<input type="checkbox"/> Maximize inheritance assets
<input type="checkbox"/> Stock option planning | <input type="checkbox"/> Increase retirement income
<input type="checkbox"/> Long-term care insurance
<input type="checkbox"/> Cash flow / debt management
<input type="checkbox"/> Portfolio review
<input type="checkbox"/> Home loan review
<input type="checkbox"/> Sell highly appreciated assets |
|--|--|---|

BUSINESS FOCUS AREAS

- | | | |
|---|--|---|
| <input type="checkbox"/> Establish a continuation / succession plan
<input type="checkbox"/> Deferred compensation | <input type="checkbox"/> Sell, buy or start a business
<input type="checkbox"/> Equalize estate for heirs | <input type="checkbox"/> Key employee/partner protection
<input type="checkbox"/> Buy insurance through business |
|---|--|---|

CHILDREN / DEPENDENTS / HEIRS

Name	Dependent of	Birth Date	Years of College	Annual Cost Today	Wedding Date/Cost	Current Savings Amount	Money Earmarked for this Goal	Concerns or Special Needs

PERSONAL PROPERTY

Specific Asset Name <small>(Home, Boat, Business, Vacation Home)</small>	Owner	Type <small>(Residence, Personal Use, Business)</small>	Purchase Date	Current Value	Future Sale Date / Replace?

INVESTMENTS

Description <small>(401k, IRA, Pension)</small>	Owner	Type <small>(Mutual Fund, Stock, Bond)</small>	Current Value	Monthly / Annual Savings	Intended Heirs <small>(Primary & Contingent)</small>	Goal for Account

