

Financial Planning Checklist

One of the most powerful parts of financial planning is understanding cash flow. The most important information for this analysis will be your Income, Expenses & Liabilities and Assets.

The list below is broad and some of the information may not be applicable to you. In addition, there may be information not listed that may be relevant to your unique situation. The goal is to get a broad view of your financial picture from which the planner can drill down into the specifics for your planning needs.

INCOME

Salary

- Including bonuses, commissions, etc.
- Stock option grants, restricted stock, restricted stock units, etc.

Pensions – have Plan Documents handy

Annuity Payments – have annuity statements handy

Any other income streams

- Rental Income
- Payments from loans/notes
- Business Income
- Alimony and/or Child Support

EXPENSES & LIABILITIES

Monthly Budget/Annual Spending

Projected Large Expenditures

- New Home or investment property
- Travel
- College Expenses
- Wedding or another Large Event
- New vehicles

Loans

- Current Mortgage Statements
- Home Equity Line of Credit
- Car Loans
- Credit Card Balances (if not paid off monthly)
- Other loans

Assets

- Brokerage/investment accounts – have latest statements handy
- Health Savings Accounts
- Bank statements
- Real-Estate holdings
- Retirement Accounts
401(k), 403(b), 457(b), IRA, SEP-IRA, etc
- 529 Statements
- Any other investment or properties you would like included in the analysis

Insurance

- Updated Life Insurance Statements
- Long-Term Care Insurance
- Home, Auto and Umbrella Insurance
- Other pertinent coverage

Taxes

- Copies of your most recent tax returns (2 years most preferable), if available
- Any other tax documents

Wills and Trusts

- Copy of existing Wills and/or Trust documents
- Charitable Giving Plans
- Medical and Financial Directives
- Power of Attorney Documents