Checklist For Our First Meeting

Please have copies of the following items available for our initial meeting. Note that this is a broad list and some items might not apply to your personal situation.

CASH, SAVINGS & INVESTMENTS

- Checking & savings account balances
- Trust account statements
- Mutual fund, CD, bond and stock account statements (non-retirement)
- Real estate value and mortgage information (interest rate, years remaining)
- College savings account statements (529 Plans and UTMA/UGMA accounts)

RETIREMENT PLANS

- Last quarter statement for 401K/profit-sharing plan (what do you contribute? Employer match?)
- Recent projection of your pension plan or state retirement plan.
- Last quarter IRA statements (Roth and/or Traditional)
- Other retirement plan statements (former employer plans, etc.)
- Inherited IRA statement (if possible, provide original owner's date of birth and death)

OTHER ITEMS

- Current Social Security Projection (you can download this at www.socialsecurity.gov)
- Most recent pay stub and last year's W-2
- Last year's tax return (if available in PDF, please email)
- Group life insurance and disability insurance benefits
- Personally-owned life and disability insurance (coverage amount, company)
- Long Term Care insurance (how much monthly benefit, waiting period, company)

QUESTIONS TO CONSIDER

- How do you feel thus far about the progress you have made with your planning?
- What will "retirement" look like for you? How do you imagine spending your time?
- How much money does it take each month to maintain your lifestyle (after taxes)?
- Are there any charitable organizations you want us to consider in your planning?
- What kind of legacy do you imagine leaving behind when you are no longer here?

SUBMIT

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