

FINANCIAL PLANNING WORKSHEET



LIFETIME WEALTH STRATEGIES

DOCUMENT CHECKLIST

Income Details

- MOST RECENT PAY STUBS
- PERSONAL TAX RETURNS
- BUSINESS TAX RETURNS
- SOCIAL SECURITY STATEMENTS

Investment Account Statements

- RETIREMENT ACCOUNTS
- 529S
- SECURITIES ACCOUNTS
- SAVINGS AND INVESTMENTS
- ANNUITIES
- PENSION/PROFIT SHARING

Estate Planning Documents

- WILLS
- TRUSTS
- POWER OF ATTORNEY
- MEDICAL PROXY DOCUMENTS
- LIVING WILL

Insurance Policies or Statements

- LIFE INSURANCE POLICES AND/OR STATEMENTS
- HOME, AUTO & UMBRELLA INSURANCE
- STATEMENTS OR DECLARATION PAGE
- DISABILITY INCOME INSURANCE
- LONG TERM CARE INSURANCE
- EMPLOYEE BENEFITS SUMMARY

Business Documents

- BUY-SELL AGREEMENTS
- DEFERRED COMPENSATION AGREEMENTS
- SPLIT DOLLAR AGREEMENTS
- WAGE CONTINUATION AGREEMENTS
- EMPLOYEE/CONSULTING
- GROUP BENEFIT PROGRAMS
- OTHER EMPLOYER PAID BENEFITS

PRIORITIES & OTHER RELEVANT DOCUMENTS:

ANNUAL EXPENSE WORKSHEET

Housing & Utilities

monthly

annual

Mortgage
Condo Fees/ HOA Fees
Electricity/ Gas
Water
Garbage Removal
Telephone
Cable/ Satellite TV/ Internet
Security System
Pool Service
Lawn Service
Cleaning Service
Maintenance/ Improvements
Property Taxes
Pest/ Bug Service
Homeowner's Insurance
Other
Housing Subtotals

Family Care

Support Payments
Daycare/ Education
Sports Activities
Other
Family Care Subtotals

Household

Food/ Beverages
Household supplies
Other
Grocery Subtotals

Transportation

monthly

annual

Loan/ Lease Payment #1
Loan/ Lease Payment #2
Loan/ Lease Payment #3
Gasoline
Maintenance
Registration/ Excise Tax
Auto Insurance
Tolls
Other
Transportation Subtotals

Clothing

Client #1
Client #2
Children
Clothing Subtotals

Personal Care

Dry Cleaning
Hair/ Nails/ Facials
Cosmetics/ Shoe Shine
Massage
Health Club
Medical Expenses
Other
Personal Care Subtotals

Education

Private School/ College
Classes/ Books/ Paper
Association/ Subscriptions
Education Subtotals

ANNUAL EXPENSE WORKSHEET CONT.

Entertainment

monthly

annual

Dining Out
Sports Tickets
Theater Tickets
Recreation/ Hobbies
Movies/ Videos
Club Membership Fees
Other

Entertainment Subtotals

Vacations and Holiday

Travel Tickets
Hotels
Food
Entertainment
Auto
Other

Vacation Subtotals

Financial Services

Financial Planner
Accountant
Other

Professional Subtotals

Charitable Contributions

Favorite Charity
Other Charities
Cash Donations
Other

Charitable Subtotals

Gifts

monthly

annual

Holidays
Birthdays
Weddings
Anniversaries
Other
Gifting Subtotals

Pet Care

Food
Veterinarian
Boarding
Pet Insurance/ Other
Pet Care Subtotals

Miscellaneous

Support/ Alimony
Debt Payments
Other
Miscellaneous Subtotals

Total Annual Expenses

Big Expenses

*Let's talk about some of the big ticket items on the horizon.
Any big expenses you want to prepare for?*

Estimated
Cost

Anticipated
Year

Home Improvement Projects
Non-Annual Vacations
Car Purchases
Education
New Home/Vacation Home
Other
Other