

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		Transportation	
monthly	annual	monthly	annual
	Mortgage		Loan/ Lease Payment #1
	Condo Fees/ HOA Fees		Loan/ Lease Payment #2
	Electricity/ Gas		Loan/ Lease Payment #3
	Water		Gasoline
	Garbage Removal		Maintenance
	Telephone		Registration/ Excise Tax
	Cable/ Satellite TV/ Internet		Auto Insurance
	Security System		Tolls
	Pool Service		Other
	Lawn Service		Transportation Subtotals
	Cleaning Service		
	Maintenance/ Improvements		Clothing
	Property Taxes		Client #1
	Pest/ Bug Service		Client #2
	Homeowner's Insurance		Children
	Other		Clothing Subtotals
Housing Subtotals			
Family Care		Personal Care	
Support Payments		Dry Cleaning	
Daycare/ Education		Hair/ Nails/ Facials	
Sports Activities		Cosmetics/ Shoe Shine	
Other		Massage	
Family Care Subtotals		Health Club	
		Medical Expenses	
		Other	
		Personal Care Subtotals	
Household		Education	
Food/ Beverages		Private School/ College	
Household supplies		Classes/ Books/ Paper	
Other		Association/ Subscriptions	
Grocery Subtotals		Education Subtotals	

ANNUAL EXPENSE WORKSHEET CONT.

Entertainment		Gifts		
monthly	annual	monthly	annual	
Dining Out			Holidays	
Sports Tickets			Birthdays	
Theater Tickets			Weddings	
Recreation/ Hobbies			Anniversaries	
Movies/ Videos			Other	
Club Membership Fees			Gifting Subtotals	
Other				
Entertainment Subtotals		Pet Care		
Vacations and Holiday		Food Veterinarian Boarding Pet Insurance/ Other		
Travel Tickets				
Hotels			Pet Care Subtotals	
Food				
Entertainment			Miscellaneous	
Auto			Support/ Alimony	
Other			Debt Payments	
Vacation Subtotals		Other Miscellaneous Subtotals		
Financial Services		Total Annual Expenses		
Financial Planner				
Accountant				
Other				
Professional Subtotals		Big Expenses		
Charitable Contributions		<i>Let's talk about some of the big ticket items on the horizon. Any big expenses you want to prepare for?</i>		
Favorite Charity		Estimated Cost	Anticipated Year	
Other Charities			Home Improvement Projects	
Cash Donations			Non-Annual Vacations	
Other			Car Purchases	
Charitable Subtotals			Education	
			New Home/Vacation Home	
			Other	
			Other	