# Financial Planning Questionnaire 

Prepared For:

Prepared By:
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## Client \& Spouse Profile

## PERSONAL INFORMATION

Client's Name:
Spouse's Name:
Married, how long?:
Is Client a U.S. citizen? Y N
Client's Birthdate:
Client's Employer:
Client's Occupation:
Primary Contact: Client $\square$ Spouse $\square$

Primary Residence Address:
Used for tax purposes

For how long?: $\qquad$ | City | State $\quad$ Zip Code |
| :--- | :--- | :--- |

Preferred Mailing Address:

|  | Phone Number | Fax Number |
| :---: | :---: | :---: |
| Residence | ( ) | ( ) |
| Client Business | ( ) | ( ) |
| Spouse Business | ( ) | ( ) |
| Cell/Mobile Phone-Client | ( ) | ( ) |
| Cell Phone-Spouse | ( ) | ( ) |
| Client e-mail addresses | Home: | Work: |
| Spouse e-mail addresses | Home: | Work: |

At what age do you expect to retire? Client $\qquad$ Spouse $\qquad$
Who does most of the family budgeting and/or money management? Client $\square$ Spouse $\square$

FAMILY INFORMATION

| Name | Year <br> of <br> Birth | Male <br> or <br> Female | Relationship to <br> Client or <br> Spouse* | Natural <br> Addopted <br> Stepchild | Dependent <br> (on you for <br> financial <br> support)? |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | M F |  | N A | S | Y | N |
|  |  | M F |  | N A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |
|  |  | M F |  | N A A | S | Y | N |

* Some examples would be: son, granddaughter, mother-in-law, etc.

Note here if you are currently pregnant, or have plans to have additional children: $\qquad$

Note here if there are any significant health problems with any person listed above: $\qquad$

## Your Other Current Advisors

| ADVISORS | NAME | $\begin{array}{r} \text { INCL } \\ \text { DECISION } \end{array}$ | E IN AKING? |  | PHONE |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Attorney: |  | Yes | No |  | ) |
| CPA: |  | Yes | No |  | ) |
| Insurance Agent: |  | Yes | No |  | ) |
| Financial advisor: |  | Yes | No | ( | ) |
| Year of last financial $\qquad$ | How many financial advisors have you had in the past five vears: |  |  |  |  |
| Are you considering $\qquad$ | Why? |  |  |  |  |

## OPTIONAL PERSONAL INFORMATION

Do you provide financial support for any members of your extended family (e.g., parents, aunts, uncles, siblings, etc.)? If so, in what way?

Client: $\qquad$
Spouse: $\qquad$

Do you anticipate providing support for anyone in the future? If so, how (if with money, how much) and for how long?

Client: $\qquad$
Spouse: $\qquad$

Do certain charitable organizations enter into your planning? If so, would you tell us a little about your intentions?

Client: $\qquad$
Spouse: $\qquad$

Do you expect to receive any inheritances? If so, please describe:

| Amount |  | Type of property <br> (e.g., stocks, real estate, etc.) | Benefactor's age \& relation to you | Is this written in the benefactor's will? |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Client: | \$ |  |  | Y | N |
|  | \$ |  |  | Y | N |
| Spouse: |  |  |  | Y | N |
|  | \$ |  |  | Y | N |

What is the risk of losing your job for any reason: Client: $\qquad$ Spouse: $\qquad$

Any big promotions coming up at work? Client: Y N
Spouse: Y N Details: $\qquad$

Planning to return to college someday? Client: Y N
Spouse: Y N Details: $\qquad$

What are your long term career goals: Client: $\qquad$
Spouse: $\qquad$

## OPTIONAL PERSONAL INFORMATION, CONTINUED

How do you feel about paying taxes?
Client: $\qquad$
Spouse: $\qquad$
What is preventing or delaying you from doing those things that are the best use of your time and talents?
Client: $\qquad$
Spouse: $\qquad$
If you could wave a magic wand and create the perfect life for you and your family, what would it look like? Client: $\qquad$
Spouse: $\qquad$
Do you or your spouse have any known medical problems? (e.g., high blood pressure, asthma, etc.)?
Client: $\qquad$
Spouse: $\qquad$
Do you having any lawsuits pending? Are the plaintiff or defendant, how much money is involved, etc.
Client: $\qquad$
Spouse: $\qquad$
Do you or your spouse smoke? Client: $\square$ Yes $\square$ No Spouse: $\square$ Yes $\square$ No
Are you or your spouse a pilot or a student pilot? If so, state the type of license and hours flown per year.
Client: $\qquad$
Spouse: $\qquad$
Do you or your spouse engage in any "hazardous" activities (scuba or skydiving, etc.)?
Client: $\qquad$
Spouse: $\qquad$
What are your primary hobbies and interests?
Client: $\qquad$
Spouse: $\qquad$
Are you or your spouse a member of any Board of Directors or Board of Trustees?

> Corporate

Charitable
$\qquad$
$\qquad$
$\qquad$
How is your credit rating: Client: $\qquad$ Spouse: $\qquad$

## Investments: GOALS AND RISK TEMPERAMENT



Please describe the best, and worst, financial investments you've ever made:
Client: Best: $\qquad$ Worst: $\qquad$
Spouse: Best:
Worst:
List any investment-related personal preferences and/or constraints that we should take into consideration: Examples: Don't sell any $X Y Z$ stock; don't buy any emerging market funds.
Client: $\qquad$
Spouse:
Please list all expected cash withdrawals from your investments that you will have with us, and their time frames: Examples: \$10,000 next year to buy a boat. \$3,000 a month forever when I retire in two years. Client: $\qquad$
Spouse:
We'd like to know what you think investment risk is so we'll be talking about the same thing in our discussions. Please write a short sentence describing what you think investment risk is:
Example: Investment risk to me means the risk of losing any money that I invested.
Client: $\qquad$
Spouse:
How much input do you want to make regarding managing your investments:
Client:
Spouse:

## INVESTMENTS, CONTINUED

(1) Using your above-listed definition of risk, indicate the general level of investment risk you are willing to accept. (Note: Risk and return are linked, meaning that one generally cannot get a high rate of investment return without assuming a high level of investment risk.)

A $\square$ Low (I want maximum attention to be paid to minimizing what I said in the above statement.)
B $\square$ Low to Medium (I want a lot of attention paid to minimizing what I said in the above statement.)
C $\square$ Medium to High (I want moderate attention paid to minimizing what I said in the above statement.)
D $\square$ High (I want little attention to be paid to minimizing what I said in the above statement.)
(2) What is the rate of return goal for your total combined investment portfolio? (Note: Having $100 \%$ of your assets in a large basket of large stocks (S\&P500) has had an average return of about $11 \%$ over the last 75 years. Having $100 \%$ of your assets in a large basket of small stocks has had an average return of about $13 \%$ over the last 75 years. Having more than $70 \%$ of your assets invested in stocks is considered to be taking very high risk.)

A $\square 4.5 \%$ to $6.5 \%$
B $\square 6.5 \%$ to $8.5 \%$
C $\square 8.5 \%$ to $10.5 \%$
D $\square$ Over 10.5\%
(3) Which of the following best describes your investment objectives \& temperament? (Check only one box.)


Preservation of capital with major emphasis on generating current investment
A $\square$ Income: income. Most investment income will be withdrawn and spent. e.g., I want the portfolio to produce income to live off of (either now or in the near future) while minimizing risks of principal loss.

B $\square$ Income \& Growth:
A combination of current income, preservation of capital, and capital appreciation, with the primary consideration being preservation of capital and current income. Some income will be withdrawn. e.g., I want the portfolio to produce income, but also provide enough principal growth so the income will keep pace, or outpace, inflation over a long-time horizon.

A combination of capital appreciation and current income, with the primary
C $\square$ Growth \& Income: consideration being growth of capital. Most income will be reinvested. e.g., I want the portfolio to grow moderately to accumulate wealth for future goals.

Maximum capital appreciation (long-term growth), accepting higher risk and
D $\square$ Growth: volatility, with little or no income expected or withdrawn. e.g., I want the portfolio to grow substantially to accumulate wealth for future goals.

## Investments, CONTINUED


(4) The chart above shows the one-year profit/loss on a $\$ 10,000$ investment from four different portfolios. Assume you have an equal chance of getting any random positive or negative return within each portfolio's range (do not assume you'll get the average of the minimum and maximum return). Which one portfolio would you choose?

A $\square$ Portfolio A (where you'll make anywhere between $+\$ 100$ to $+\$ 600$, or $+1 \%$ to $+6 \%$ over the next year.)
B $\square$
$\mathbf{C} \square$
DPortfolio B (where you'll make anywhere between $-\$ 400$ to $+\$ 700$, or $-4 \%$ to $+7 \%$ over the next year.) Portfolio C (where you'll make anywhere between $-\$ 1,000$ to $+\$ 900$, or $-10 \%$ to $+9 \%$ over the next year.) Portfolio D (where you'll get anywhere between $-\$ 1500$ to $+\$ 1200$, or $-15 \%$ to $+12 \%$ over the next year.)
(5) How do you feel about inflation and its impact on your investments? (Note: The U.S. annual inflation rate has averaged about $3.25 \%$ since 1926, but has also been over $10 \%$ several years in that period.)
$\mathbf{A} \square$ I am satisfied with my investments just keeping pace with the rate of inflation, or being slightly above. I am willing to forego returns higher than inflation in order to limit the risk in my investments.
B $\square$ I prefer to achieve returns that are slightly to moderately above the rate of inflation ( $2 \%$ to $4 \%$ higher). I am willing to assume some risk in my investments in order to achieve such returns.
$\mathbf{C} \square$ I prefer to achieve returns that are moderately above the rate of inflation ( $5 \%$ to $7 \%$ higher). I am willing to assume higher risk in my investments in order to achieve such returns.
$\mathbf{D} \square$ I prefer that my investments achieve returns much higher than the rate of inflation (>7\% higher). I am willing to assume significant risk in order to achieve returns that are much higher than inflation.
(6) How do you feel about short-term (one year or less) fluctuations in the value of your portfolio? (Note: $\mathrm{a} \pm 5 \%$ fluctuation over one year in a $\$ 10,000$ investment would mean its value would fluctuate between $\$ 9,500$ and $\$ 10,500$ over the year.)
$\mathbf{A} \square$ I do not want the possibility of substantial fluctuations in the value of my portfolio. I prefer to minimize all fluctuations in the value of my portfolio.
B $\square$ I can tolerate small to moderate fluctuations in my portfolio ( $\pm 1 \%$ to $\pm 5 \%$ ) in order to attempt to outpace inflation over the long term.
$\mathbf{C} \square$ I can tolerate moderate to high amounts of fluctuations in my portfolio ( $\pm 6 \%$ to $\pm 10 \%$ ) in order to attempt to achieve returns higher than inflation over the long term.
$\mathbf{D} \square$ I can tolerate large fluctuations in my portfolio ( $\pm>10 \%$ ) in order to increase the potential of achieving returns much higher than inflation over the long term.

## Investments, CONTINUED

(7) Given the fact that it's normal for the value of investment portfolios to fluctuate year to year, what would you consider to be the maximum acceptable loss to your portfolio over a one-year time frame?
A $\square$ Loss of $-1 \%$ to $-5 \%$. (Note: It's normal for even a conservative portfolio to lose money sometimes.)
B $\square$ Loss of $-6 \%$ to $-10 \%$.
C $\square$ Loss of $-11 \%$ to $-15 \%$.
D $\square$ Loss of more than $-15 \%$.
(8) How do you see your overall personal and business situation changing in the next few years regarding your family's employment, cash flow, health, legal, taxes, and potential for unforeseen financial expenditures?

A $\square$ I am worried that there may be significant changes for the worse on the horizon.
B $\square$ Everything seems stable and OK for now, but I'm still worried.
$\mathbf{C} \square$ Everything seems stable and OK for the foreseeable future, and may improve.
D $\square$ Everything seems like it will improve substantially over the foreseeable future.
(9) About what percent of your retirement income (all retirement income, including Social Security and all employer pensions, etc.) do you anticipate coming from your investment portfolio with us?
A $\square$ Over $75 \%$ of my retirement income will come from my investments with you.
B $\square$
$51 \%$ to $75 \%$ of my retirement income will come from my investments with you.
C $\square 25 \%$ to $50 \%$ of my retirement income will come from my investments with you.
D $\square$ I/we won't be retiring in the next few years, and/or, less than $25 \%$ of my retirement income will come from my investments with you.
(10) How long do you plan to have your money invested before you begin to make withdrawals from it?
$\mathbf{A} \square$ I expect to start withdrawing money in one year or less (or I'm currently withdrawing income).
B $\square$ I expect to start withdrawing money somewhere between one and five years from now.
C $\square$ I expect to start withdrawing money somewhere between six and ten years from now.
D $\square$ Never, or I expect to start withdrawing money more than ten years from now.
(11) Once you start withdrawing money, over how much time do you anticipate withdrawing it?
$\mathbf{A} \square$ One year or less.
B $\square$ Over a period of from 1 to 5 years.
C $\square$ Over a period of from 6 to 10 years.
D $\square$ More than 10 years, or over my lifetime.
(12) If you plan on taking any lump-sum withdrawals from your portfolio in the next year, approximately how much would it be? (Note: This is in addition to any regular monthly income distributions.)
A $\square$ I plan to take out $25 \%$ or more from my portfolio in the next year.
B $\square$ I plan to take out between $10 \%$ and $25 \%$ of my portfolio in the next year.
C $\square$ I plan to take out less than $10 \%$ of my portfolio in the next year.
D $\square$ I have no plans on making any lump-sum distributions in the next year.

## Investments, CONTINUED

(13) Assume that all of your U.S. stock holdings are invested in one U.S. stock mutual fund (we know this is unrealistic, but please humor us and assume!). The stock market (and your fund) has experienced a near crash, losing $25 \%$ of its value in one month. What action would you take assuming this happened last month?
$\mathbf{A} \square$ Sell the stock fund. I am afraid the market is in a downturn, and I can't afford more decreases in value.
B $\square$ Sell half of my investment in the fund. I think that the market may rebound, but I'm not willing to leave all of my investments exposed to further loss.
$\mathbf{C} \square$ Hold the fund. I understand that my investments may be subject to short-term price swings, and am comfortable "weathering the storm."
$\mathbf{D} \square$ Buy more of the stock fund to take advantage of its low price. I am comfortable with market fluctuations, and assume that the fund will eventually regain its previous value, or increase in value.
(14) Again, assume that all of your U.S. stock holdings are invested in one U.S. stock mutual fund. The stock market has been gradually declining at an average of $2 \%$ per month. This slow decline is also reflected in your stock mutual fund. Your investment has lost $24 \%$ of its value from a year ago. You:
$\mathbf{A} \square$ Sell the fund and realize the $24 \%$ loss. I do not believe the fund will regain its value.
B $\square$ Sell half of my investment in the fund. I am not willing to leave all of my investment at risk for further loss.
$\mathbf{C} \square$ Do nothing. I am comfortable waiting for the fund to regain its previous value, or increase in value.
D $\square$ Invest more now because the fund is selling for much less than it was 12 months ago. I believe the fund will regain its value, or possibly appreciate higher than its initial value.
(15) Which one of the following investments have you utilized most in the past AND feel most comfortable with investing in the future?
$\mathbf{A} \square$
Savings accounts, CDs, savings bonds, money market funds, and/or government/municipal bonds.
B $\square$ Corporate bonds or stocks, mutual funds holding these assets, and/or rental real estate.
C $\square$ International stocks or bonds; or mutual funds that invest mostly in these types of securities.
$\mathbf{D} \square$ Limited partnerships, commodities like gold, penny stocks, or derivatives such as options or futures.
(16) How much experience do you have with investing your own funds?
$\mathbf{A} \square$ None (e.g., I have very limited knowledge or expertise.)
B $\square$ A little (e.g., I've bought some mutual funds and/or have self-directed my 401(k) funds.)
C $\square$ Some (e.g., I keep informed on the subject and have invested money myself here and there.)
D $\square$ Extensive (e.g., I watch the markets routinely, and control how my funds are invested.)
(17) What is your estimate of the average annual rate of return for the U.S. stock market over the next 10 years?

A $\square$ Between $-1 \%$ to $-5 \%$ (loss) and $1 \%$ to $5 \%$ (gain).
B $\square$ Average annual gains of around $5 \%$ to $10 \%$.
C $\square$ Average annual gains of around $10 \%$ to $15 \%$.
D $\square$ Average annual gains of more than $15 \%$.

## INVESTMENTS, CONTINUED

(18) What's your outlook for U.S. business conditions, economic growth, employment, inflation, and the overall economy over the next few years?
$\mathbf{A} \square$ I am worried that there may be a slowdown in business, higher inflation, and/or higher unemployment.
B $\square$ I think that business conditions and the overall economy will be about the same, but I'm still worried.
$\mathbf{C} \square$ I think that business conditions and the overall economy will be about the same, and may improve.
D $\square$ I think that business conditions and the overall economy will improve substantially.
(19) Imagine you owned what you thought was a conservative investment portfolio. Over the last year, it lost 5\% of its value. Over the same period, the stock market as a whole lost $10 \%$.
$\mathbf{A} \square$ I am shocked and upset that my conservative portfolio could actually lose money.
B $\square$ I am surprised and concerned that my conservative portfolio actually lost money.
C $\square$ I feel OK that my conservative portfolio lost only $5 \%$ when the market was down $10 \%$.
D $\square$ I am very happy that my conservative portfolio only lost $5 \%$ while the market was down $10 \%$.
(20) Imagine your growth and income investment portfolio (invested $60 \%$ in stocks) increased $15 \%$ over the last year, while the stock market as a whole went up $25 \%$ over the same period.
$\mathbf{A} \square$ I feel OK because I didn't lose money, and my return was still much higher than bank investments.
B $\square$ I feel OK as long as the portfolio doesn't lag the market by so much every year.
C $\square$ I am curious and concerned why my portfolio did not keep up with the stock market as a whole.
$\mathbf{D} \square$ I don't understand why my portfolio did not outperform the stock market as a whole.
(21) You've just received a windfall equal to one-half of your current investment portfolio. How would you invest these proceeds?
$\mathbf{A} \square$ I would invest in something that offered moderate current income and was very conservative.
$\mathbf{B} \square$ I would invest in something that offered high current income with a moderate amount of risk.
$\mathbf{C} \square$ I would invest in something that offered high total return (current income plus capital appreciation) with a moderately high amount of risk.
D $\square$ I would invest in something with substantial capital appreciation potential even though it was risky.
(22) Which option in both questions (A) and (B) would make you the most upset? (Please answer both A \& B.)

A $\square$ Holding cash/money market funds when the market goes up; $\underline{\text { OR }}$
Holding stocks when the stock market goes down.
B $\square$ Selling a stock and seeing it immediately increase in value; OR
(23) Do you realize that the U.S. stock market as a whole has lost over $30 \%$ in one year several times in the past, and is likely to lose this much - or more - in one year, sometime in your lifetime?
A $\square$ Yes, I realize this is possible.
B $\square$ No, I didn't know this, or don't think this is possible.
(24) Do you realize that it's possible for an individual stock to lose $90 \%$ of its value over one year, and that even longer term U.S. Treasury bonds can lose more than $15 \%$ of their principal value over one year?
A $\square$ Yes, I realize this is possible.
B $\square$ No, I didn't know this, or don't think this is possible.

## Investments, CONTINUED

## Risk Category Calculator*

Your answers will select the risk category that best fits your goals and objectives.
Step 1: Circle the answer (and weight) you gave for each question.
Step 2: Multiply the Answer Weight found in Step 1 by the Question Weight, and put the product in the Total Question \& Answer Score column.

Step 3: Add all the numbers in the Total Question \& Answer Score column and enter the total in the last row.
Step 4: Your Grand Total Score then selects your risk category as shown at the bottom of this page.

| Question <br> Number | Answer Weight (circle the number corresponding to the answer you gave) |  |  |  | Question Weight | Total Question \& Answer Score (Answer Weight times Question Weight) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 4 |  |
| 2 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 3 |  |
| 3 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 3 |  |
| 4 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 3 |  |
| 5 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 3 |  |
| 6 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 3 |  |
| 7 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 5 |  |
| 8 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 5 |  |
| 9 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 10 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 11 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 12 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 13 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 14 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 2 |  |
| 15 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 16 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 17 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 18 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 19 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 20 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
| 21 | $\mathrm{a}=1$ | $\mathrm{b}=2$ | $\mathrm{c}=3$ | $\mathrm{d}=4$ | 1 |  |
|  |  |  |  |  |  | Grand Total Score: |

If your Grand Total Score is between 48 to 80, your risk category is considered to be Conservative.
If your Grand Total Score is between 81 to 111, your risk category is considered to be Moderately Conservative.
If your Grand Total Score is between 112 to 140 , your risk category is considered to be Moderate.
If your Grand Total Score is between 141 to 167, your risk category is considered to be Moderately Aggressive.
If your Grand Total Score is between 168 to 192, your risk category is considered to be Aggressive.

## Creating Your Personal Statement of Expectations

## A sample list might look like this:

Client: 1) We need quality investment advice because we don't have time to do it ourselves.
2) We want to get a good return on our investments, but we don't want to worry about them.
3) We want to be informed about income tax saving opportunities.
4) We would like to have financial statements that we can easily understand.

Spouse: 1) Our accountant needs timely information for our tax returns.
2) We want ideas how to help our children and grandchildren financially.
3) We are worried about paying too much in federal estate taxes.
4) We want to be kept informed about ideas that may be useful to us or to our children.

## CLIENT:

1) 
2) $\qquad$
3) 
4) $\qquad$
5) $\qquad$
Is there anything you think we should have asked you on these forms, but didn't? $\qquad$

## SPOUSE:

1) 
2) 
3) 
4) $\qquad$
5) $\qquad$
Is there anything you think we should have asked you on these forms, but didn't? $\qquad$

## ASSET SUMMARY

## Asset Type

CASH EQUIVALENTS:

| Checking \& Savings Accounts | $\$$ |
| :--- | :--- |
| Money Market Accounts | $\$$ |
| CDs (Certificates of Deposit) | $\$$ |
| T-Bills | $\$$ |
| Whole Life Insurance Cash Values | $\$$ |
| ( $\uparrow$ Not death benefit!) | Subtotal: |

SECURITIES (NON-CASH):
Individual Bonds or Notes
Mutual Funds
Fixed Annuities
Variable Annuities
Variable Life Cash Values
Individual Stocks
Limited partnerships


OTHER SECURITIES:

| IRAs/Keoghs/TSAs/401(k)s | \$ |
| :---: | :---: |
| Precious Metals | \$ |
| ESOP/Employer Stock Options | \$ |
| Business Interests (Assets) | \$ |
| Loans Payable to You | \$ |
| Rental Real Estate | \$ |
| Raw Land \& Other Real Estate | \$ |
| Subtotal: | \$ |

PERSONAL EFFECTS:
Personal Residence
Gems, Artwork, Collections
Autos \& Personal Effects
Total:

| $\$$ |
| :--- |
| $\$$ |
| $\$$ |

## Liability Type

Dollar Amount
REAL ESTATE DEBT:
$1^{\text {st }}$ Mortgage on
$2^{\text {nd }}$ Mortgage on Residence Loans on Other Residences
All Rental Mortgages
Subtotal:


## OTHER LIABILITIES:

| All Vehicle Loans | \$ |
| :---: | :---: |
| Credit Card Debt (not paid off monthly) | \$ |
| All Aircraft \& Boat Loans | \$ |
| Investment/Margin Loans | \$ |
| Business Loans | \$ |
| Life Insurance/401(k) | \$ |
| All Other Debt or Loans | \$ |
| All Other Debt or Loans | \$ |
| Total: | \$ |

TOTAL ASSETS:

TOTAL LIABILITIES:

NET WORTH:
$\qquad$


Tax Rate:

## Estate Planning

|  | Client |  | Spouse |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Do you have a current will? | Y | N |  | Y | N |
| Do you have trusts of any kind? Please specify: | Y | N |  | Y | N |
| Does your will contain a durable power of attorney? | Y | N |  | Y | N |
| Does you will contain a health care power of attorney? | Y | N |  | Y | N |
| When was your will last revised? |  |  |  |  |  |
| Any life insurance beneficiaries remaining from previous marriages? | Y | N |  | Y | N |
| Do you have guardians named for your children in your will? | Y | N |  | Y | N |
| Estimated charitable contributions you wish to make upon first death | \$ |  | \$ |  |  |
| How much money do you wish to leave to your heirs at the first death? | \$ |  | \$ |  |  |
| How much money do you wish to leave to your heirs at second death? | \$ |  | \$ |  |  |
| Estimated charitable contributions you wish to make upon second death | \$ |  | \$ |  |  |

## College and Educational Planning

| Student's Name and Relationship to You | Age the Student will Enter College | Number of Years of Attending College | Name of College or University (or average public or private school) | Student's Current Grade in School (e.g. K12) | Annual Current Cost (Tuition + Room \& Board)* |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | \$ |
|  |  |  |  |  | \$ |
|  |  |  |  |  | \$ |
|  |  |  |  |  | \$ |
|  |  |  |  |  | \$ |

Below, please list only current assets that you have earmarked for meeting the goal of college funding. Please do not list any current asset that you own for any other purpose, such as retirement or general investing.

| Asset Type | Name of Student this Asset is Meant for | Current <br> Market Value (nearest $\$ 1,000$ ) | Current <br> Monthly Contribution (nearest $\$ 100$ ) | Annual <br> Inflation <br> Rate of Monthly Contribution | Your These Cont Will |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| CASH EQUIVALENTS: |  |  |  |  | Begin End |  |
| Savings Accounts |  | \$ | \$ | \% |  |  |
| Money Market Accounts |  | \$ | \$ | \% |  |  |
| CDs (Certificates of Deposit) |  | \$ | \$ | \% |  |  |
| T-Bills |  | \$ | \$ | \% |  |  |
| Whole Life Insurance Cash |  | \$ | \$ | \% |  |  |
| ( $\uparrow$ Not the death benefit!) | Subtotal: $\underline{\underline{\$}} \underline{\underline{\$}}$ |  |  |  |  |  |
| SECURITIES (NON-CASH): |  |  |  |  |  |  |
| Individual Bonds or Notes |  | \$ | \$ | \% |  |  |
| Mutual Funds |  | \$ | \$ | \% |  |  |
| Fixed Annuities |  | \$ | \$ | \% |  |  |
| Variable Annuities |  | \$ | \$ | \% |  |  |
| Variable Life Cash Values |  | \$ | \$ | \% |  |  |
| Individual Stocks |  | \$ | \$ | \% |  |  |
| Limited partnerships |  | \$ | \$ | \% |  |  |
| Other |  | \$ | \$ | \% |  |  |
| Other |  | \$ | \$ | \% |  |  |
| Subtotal: $\underline{\underline{\$}} \underline{\underline{\$}}$ |  |  |  |  |  |  |

## FINANCIAL INFORMATION

## Other Assets

|  | Estimated |  |
| :---: | :---: | :---: |
|  | Taxable | Cost |
| Description | Income/Loss | (Tax Basis) |

Personal effects (furniture, automobiles, jewelry, art, collections, etc.)
$\qquad$
$\qquad$
Trusts
$\qquad$
$\qquad$
Expectancy of inheritance
$\qquad$
$\qquad$
Gold, silver and precious stones

Miscellaneous
$\qquad$
$\qquad$
Total
\$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

Annual
Growth
Estimated (\$Amt./Yr.
Value or $\% / \mathrm{Yr}$.)

Owner

## FINANCIAL INFORMATION, CONTINUED

## Real Estate

|  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Description and Location |  |  |  |  |  |  |
|  | Date <br> Acquired | Taxable <br> Income | Annual <br> Cash <br> Flow | Cost <br> (Tax Basis) | Estimated <br> Value | Real <br> Estate <br> Debt |

(Vacation Home) $\qquad$
$\qquad$ \$ $\qquad$ \$ $\qquad$ \$ $\qquad$ $\$$ $\qquad$ \$ $\qquad$
$\qquad$
$\qquad$ \$ $\qquad$
$\qquad$
$\qquad$ \$ $\qquad$
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$\qquad$ \$ $\qquad$
$\qquad$ \$ $\qquad$
$\qquad$
$\qquad$
$\qquad$ $\$$ $\qquad$
$\qquad$

## FINANCIAL INFORMATION, CONTINUED

Analysis of Expenditures

## HOUSING

House payment
MONTHLY
or
ANNUALLY

Rent payment
Lease payment (not mortgage)
Property improvements
Home association dues
Household incidentals (supplies)
Household furnishings
Other: $\qquad$

## FOOD

Groceries
Dining out
Other: $\qquad$
$\qquad$
$\qquad$

CLOTHING
Clothing
Dry cleaning
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## PERSONAL CARE

(hair styling, etc.) $\qquad$
$\qquad$
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

AUTOMOBILE
Monthly payment
Operating expenses (gas, oil, etc.)
Maintenance
Lease payment
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## PROPERTY TAX

Automobile
House
Boat
Trailer
Other:
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## UTILTIES

Telephone $\qquad$
$\qquad$
Cellular phone $\qquad$
Water
Electric
Gas
$\qquad$
$\qquad$
$\qquad$
$\qquad$
Trash Removal
Cable
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## FINANCIAL INFORMATION, CONTINUED

Analysis of Expenditures (Continued)

## ENTERTAINMENT

Vacations
MONTHLY
or
ANNUALLY

Newspaper
$\qquad$
$\qquad$

Movies (theatre, video, plays, etc.)
Club dues (gold, music, etc.)
Other: $\qquad$

## ALIMONY

## CHILD SUPPORT

## CHILD CARE

Day care
Domestic help (babysitter)
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## GIFTS

Birthdays $\qquad$
$\qquad$
Christmas
Anniversaries
$\qquad$
Other:
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## CHARITABLE CONTRIBUTIONS

(Churches, schools, etc.) $\qquad$
$\qquad$
Other: $\qquad$
$\qquad$

## MEDICAL EXPENSES

Doctor visit $\qquad$
$\qquad$
Prescriptions $\qquad$
$\qquad$
Dental care
Vision care
$\qquad$
Other: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## INSURANCE

Health $\qquad$
$\qquad$
Automobile
Homeowners
Renters
$\qquad$

Life
$\qquad$
Umbrella liability
Professional liability
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## FINANCIAL INFORMATION, CONTINUED

| Liabilities |  |
| :--- | :--- | :--- | :--- |
| Description <br> Real Estate Mortgages | Current <br> Value |
| Principal residence |  |

## FINANCIAL INFORMATION, CONTINUED

## Life Insurance

List all life insurance policies in which you or your spouse are the insured or have any ownership rights. Ownership rights include the right to designate the beneficiary, to borrow against the policy, etc. This schedule should include policies held in life insurance trusts, in which case the trustee should be listed as the policy owner on line K .

| Policy | Policy | Policy | Policy | Policy |
| :---: | :---: | :---: | :---: | :---: |
| No. 1 | No. 2 | No. 3 | No.4 | No. 5 |

A. Insurance Company
B. Type of Policy
C. Policy Date
D. Face Value
E. Additions (PUA)
F. Cash Value
G. Employer-provided (Yes/No) $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
H. Outstanding Loans
I. Net Insurance Benefit
J. Annual Premium $\qquad$
$\qquad$
$\qquad$
$\qquad$
K. Policy Owner
L. Beneficiary

## Disability Insurance

| Policy | Policy | Policy |
| :---: | :---: | :---: |
| No. 1 | No. 2 | No.3 |

A. Name of Insured
B. Policy owner
C. Policy number
D. Insurance company
E. Date of issue
F. Employer-provided insurance ( $\mathrm{Yes} / \mathrm{No}$ ) $\qquad$
G. Definition of disability-Unable to perform (check one):
(1) Own occupation
(2) Occupation for which reasonably suited by training and education $\qquad$
(3) Any occupation $\qquad$
(4) Other $\qquad$
H. Annual premium
I. Waiver of premium $\qquad$
J. Waiting period
K. Monthly benefit
L. Duration of benefit
M. Partial disability coverage
N. Residual disability coverage
O. Inflation-adjusted benefits
P. Guaranteed renewable ( $\mathrm{Yes} / \mathrm{No}$ )

## Disability Income

## Client

$\qquad$
Defined Benefit Pension Plan Disability Benefit
Other Pension and Annuity Payments Due

Disability Cash Flow Requirement

## Property and Liability Insurance

## Homeowners Insurance

A. Address of Property
B. Policy number
C. Insurance company

## Policy

No. 1
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\square$
$\qquad$
$\qquad$
F. Replacement cost of dwelling
G. Coverage
(1) Dwelling
(2) Detached structures
(3) Personal property
(4) Loss of use
(5) Personal liability
(6) Medical payments to others $\qquad$
$\qquad$
$\qquad$
H. Specific floaters for jewelry and other collectibles (describe)
I. Replacement cost coverage for home And personal effects (Yes/No)
J. Amount of deductible
K. Annual premium

## Umbrella Liability Insurance

A. Policy number
B. Insurance company
C. Liability limits
D. Requisite auto liability coverage

Policy
No. 1
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
I. Amount of deductible
J. Annual premium

Policy
No. 2
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
No. 3
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Automobile Insurance

A. Vehicle description
B. Policy number
C. Insurance company
D. Name of insured
E. Additional drivers covered
F. Bodily injury liability limits
(1) For each accident
(2) For each person injured
G. Property damage liability limit
H. Medical payments limit (each person)
I. No-fault benefits
J. Uninsured motorist coverage
K. Coverage for rental car
L. Amount of deductible
(1) Collision
(2) Comprehensive
M. Annual premium
Vehicle
No. 1
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
,
$\qquad$
Vehicle
No. 2
Vehicle
No. 3
$\qquad$
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