

Personal Information

	Husband	Wife
Full Name		
Home Address		
Home Phone		
Date of Birth		
Employer		
Occupation		
Work Address		
Work Phone		
E-Mail		
Social Security Number		
Driver's License Number		
Expiration Date		
Date of Marriage		
Mobile Phone Number		

Children/Grandchildren:

First, Middle Initial, Last Name

Birth Date

Relationship

Education Goals:

Child/Grandchild's Name	1st year college	# of years	School Type	Your estimated annual costs	% parent will pay	Probable Scholarship

Instructions:

- 1st year of college: Enter the calendar year the child will begin college
- # of years: Enter the number of years the child will be attending college
- School type: Select the type of school from one of these choices: a) public b) private
- Annual college costs: Enter the amount of the annual college costs in today's dollars
- % parent will pay: Enter the percentage of the fees that you will pay for
- Probable Scholarship: Enter whether or not the child will receive a scholarship: a) yes b) no

Parents

Husband:

	Age or Year Deceased	Financially Secure (Y/N)	Financial Hardship (Y/N)
Father			
Mother			
Stepfather			
Stepmother			

Wife:

	Age or Year Deceased	Financially Secure (Y/N)	Financial Hardship (Y/N)
Father			
Mother			
Stepfather			
Stepmother			

Residence

	Residence #1	Residence #2	Owner (s)
Current Residence Market Value	\$	\$	
Original Cost+ Improvements	\$	\$	

Instructions:

- Current Market Value: Enter the current value of the house(s). If more than one house, enter the second house in column #2.
- Original Cost +Improvements: Enter the original cost you paid for the house, plus the costs of improvements to the house since you purchased it.

Retirement Account Worksheet (Tax Deductible Retirement Accounts and Roth IRA)

Provide the latest statement containing data, and bring a copy of the company plan and investment options.

Retirement Social Security Benefits (Monthly):

Please provide your SSA Earning & Benefit Report. You can request this form online at www.ssa.gov, select Online Claims and Services, then select Request Your Earnings Record.

Stock Options:

Provide details on all unexercised stock options.

Pension (Monthly Amounts):

Individual #1:

Plan Name:

Monthly Benefit	Survivor's benefit %
\$	%
\$	%
\$	%
\$	%
\$	%

Individual #2:

Plan Name:

Monthly Benefit	Increase Percent	Survivor's benefit %
\$	%	%
\$	%	%
\$	%	%
\$	%	%
\$	%	%

Instructions:

Pension Amount Per Month: Enter in the first row the current pension amount to be received monthly. If this number is to change in the future, enter that number in the second row. For each additional change, move to another row.

Survivor's Benefit: Enter the percentage of the Survivor's benefit.

Earned Income (Annually):

Please provide latest statement from employer. Provide translation for any codes that the employer may use to identify entries.

Taxes/Estate Planning:

- Please provide your last 2 years of tax returns.
- Please provide the following documents, if applicable:
 - ❑ Wills
 - ❑ Living Wills (Health Directive)
 - ❑ Trusts
 - ❑ Powers of Attorney
 - ❑ Prenuptial Agreement
 - ❑ Any other legal documents pertinent to your financial situation

Insurance Information:

- ❑ Group Policies: Provide a summary of group policy and the following data:
 - Amount of life insurance provided by employer
 - Additional coverage purchased and amount of premium
- ❑ Individual Life Insurance Policies: (Whole, Variable, Universal, VUL, Variable Annuities) Please provide privately held policies, along with premiums and cash value.

Please provide the summary sheet provided by the insurer that shows the coverage and the premium for the following policies:

- ❑ Auto Insurance
- ❑ Disability Insurance
- ❑ Long-term Care Insurance
- ❑ Medical Insurance
- ❑ Umbrella
- ❑ Homeowners
- ❑ Other (Dental, Accidental Death and Dismemberment, Cancer, Etc.)

Goals:

The following is a list of questions that will help you define your short and long-term goals.

1. What are the tangible and intangible things that you want now and in the future? Approximately when would you like these to occur? Do you know the approximate costs?
2. At what age would you like to retire?
3. Do you plan to change jobs in the future?
4. How stable is your current job?
5. Do you plan to make major changes in your life style at retirement such as moving to a new location? new home? Starting a new career? etc.
6. Are there any large purchases that you would like to make in the future? Vacation home? Boat? Etc.
7. What do you really love to do?
8. What do you hate to do?

Personal Expenses:

You can also provide your current reports showing this data from any accounting software (Quicken, QuickBooks, Etc.) you currently use.

	Monthly	Annually
Rent/Lease Payment (not mortgage)		
Food and household incidentals:		
Groceries		
Household Supplies		
House/Yard Maintenance		
Domestic Help		
Pest Control		
Home Furnishings		
Appliances		
Eating Out		
Utilities:		
Gas/Oil		
Water/Trash		
Phone/Cell Phone		
Cable TV		
Internet		
Auto:		
Gas/Oil		
Maintenance		
Parking Tolls		
Auto Club		
Property Tax/Tags		
Self-Care:		
Clothing		
Laundry & Cleaning		
Toiletries/Hygiene		
Personal/Haircut		
Child Expenses:		
Clothing		
School Supplies		
Clubs & Dues		
Entertainment		
Special Events (b-day parties)		
Baby sit/Daycare		
Lunch Money		
Pet Expenses:		
Food		
Vet		
Misc.		

	Monthly	Annually
Entertainment:		
Movies/Sports/Videos/Etc.		
Weekend Trips		
Vacations		
Hobbies		
Books/Magazines		
Membership Dues		
Gifts		
Cigarettes/Spirits		
Legal/Professional Dues:		
Tax Preparation		
Union Dues		
Associations		
*Miscellaneous:		

*Please list any other expense that you may have that is not listed.