



## **New Client Information Checklist**

- What made you reach out to discuss your finances?
- Are there any life events that you expect in your near future (marriage, divorce, children, retirement)?
- What short and long-term goals do you (and spouse if married) have? *See #13 below.*

### **Examples:**

1. I want to retire at age \_\_\_\_\_ and spend \$\_\_\_\_\_/month in today's dollars.
2. I want to purchase a new house and/or investment.
3. I want to fund my children's high school and college education.
4. I want to pay off debt that has accumulated.
5. I want to better understand my cash flow/budget.
6. I want to save and invest more for future goals.

**Please either email, securely upload, or bring copies of the following to our meeting:**

- 1) Statement of Net Worth (see attached)** – Current values of Assets (ownership) & Liabilities (debt)
- 2) Current Statements** – Brokerage (non-retirement) investments, Retirement accounts (IRA, 401k, etc.)
- 3) Mortgages** – Most recent statement, including original loan amount, interest rate, term and monthly pmt.
- 4) Other Debts** – Loan balance, interest rate, term and monthly pmt. for credit cards, auto/student loans, etc.
- 5) Budget/Cash Flow (see attached)**
- 6) Insurance Policies** – Life, disability, health, long-term care, homeowner's, auto & umbrella summaries
- 7) Employee Benefits Statements and Information**
- 8) Social Security Statement** – most recent for Husband and Wife
- 9) Last Two Years Federal Tax Returns**
- 10) Last Two Paystubs and Income Estimate for the Current Year**
- 11) User ID's/Passwords for Online Accounts** – if you would like to link accounts in eMoney planning software
- 12) Legal Documents:** Will, Living Will, Power of Attorney, Healthcare Power of Attorney, Trusts
- 13) Long and Short-Term Financial Goals (to be completed before meeting):** Each spouse should complete, on their own, their short (within the next 3-10 years) and long term (10+ years) goals.