

Plan Update Meeting Preparation

Items Required for Upcoming Planning Meeting

To:

From:

Re: Financial Plan Update

1. To allow us to update your financial plan, please complete the attached forms and send to our office.
 - a. Client Financial Planning Update Form
 - b. Updated Current Assets & Holdings
 - c. Updated Current Income & Expenses
 - d. Updated Risk Tolerance Questionnaire

2. Please provide copies of the following documents
 - a. Investment Statements (Retirement Plans, IRAs, 401k statements)
 - b. Last Year Federal Tax Return
 - c. Recent Pay stubs
 - d. Social Security Benefit Statements
 - e. Any documents that would have adjusted since last meeting

Client Financial Planning Update Form

Instructions:

Trying to achieve full potential during the financial planning process, one must monitor their plan on a regular basis. At this time, it is important to update your plan. Please answer the following questions and complete attached documents. Also, bring in the recommended documents they were mentioned on the previous page.

- ❖ Have you or anyone in your family experienced any major life changes that will require a discussion or review of your financial goals and objectives?
 - Yes
 - No

- ❖ Do you feel that a detailed review of any of the following aspects of your financial plan will make you feel more comfortable about your present or future financial situation?
 - Yes
 - No

- ❖ What are the three most important financial goals that make you want to be sure to achieve or know that you are working toward during the next year?
 1. _____
 2. _____
 3. _____

Current Assets & Holdings

Asset Type	Account Owner	Beneficiary	Current Value	Monthly Contribution
Checking			\$	
Savings			\$	
CDs			\$	
Fixed Annuity			\$	
Variable Annuity			\$	
Investment Acct			\$	
Traditional IRA			\$	
Roth IRA			\$	
Retirement Plan			\$	
Other-Please Indicate:			\$	

Current Income & Expenses

Income:	Client – Monthly	Spouse – Monthly
Salary	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Pension	\$ _____	\$ _____
Annuity Income	\$ _____	\$ _____
Interest & Dividends	\$ _____	\$ _____
Other	\$ _____	\$ _____

Expenses:

Household	\$ _____ per month or year	(Includes utilities, maintenance, house cleaning)
Daily Living	\$ _____ per month or year	(Includes groceries, dining out, clothing)
Entertainment	\$ _____ per month or year	(Includes sports, hobbies, lessons, dues, membership, vacation, travel)
Transportation	\$ _____ per month or year	(Includes auto insurance, fuel, repairs)
Health	\$ _____ per month or year	(Includes health insurance, medicine, prescriptions)
Property Taxes/Homeowner's Insurance	\$ _____ per month or year	
Charity, Gifts	\$ _____ per month or year	

Debts/Loans	Monthly Contributions	Balance	Interest Rate
Credit Card	\$ _____	\$ _____	_____ %
Credit Card	\$ _____	\$ _____	_____ %
Auto Loan	\$ _____	\$ _____	_____ %
Student Loan	\$ _____	\$ _____	_____ %
Mortgage	\$ _____	\$ _____	_____ %

Current Risk Tolerance

1. If you own a home, do you have more than 30% equity?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't own a home
2. Do you plan to work during retirement?	<input type="radio"/> Full-time, for as long as possible <input type="radio"/> Full-time, for a few years <input type="radio"/> Part-time <input type="radio"/> Not at all
3. From an original investment of \$15,000, your portfolio now worth \$25,000 suddenly declines \$3,750 or 15%, which best describes your response?	<input type="radio"/> I would look for a way to invest more <input type="radio"/> I would take no action <input type="radio"/> I would be somewhat concerned <input type="radio"/> I would avoid any investment that could suddenly lose 15% of its value
4. Your portfolio, from previous question, now worth \$21,250 suddenly declines another \$2,125 or 10%, which best describes your response?	<input type="radio"/> I would look for a way to invest more <input type="radio"/> I would take no action <input type="radio"/> I would be somewhat concerned <input type="radio"/> I would probably sell <input type="radio"/> I would never have made this investment
5. Have you invested in Equities?	<input type="radio"/> No <input type="radio"/> Yes, How Long: _____
6. Have you invested in Fixed Incomes?	<input type="radio"/> No <input type="radio"/> Yes, How Long: _____
7. Have you invested in Mutual Funds?	<input type="radio"/> No <input type="radio"/> Yes, How Long: _____
8. Have you invested in Options, Futures or Derivatives?	<input type="radio"/> No <input type="radio"/> Yes, How Long _____
9. How would you describe your level of investment knowledge?	<input type="radio"/> None <input type="radio"/> Limited <input type="radio"/> Good <input type="radio"/> Extensive
10. How much investment experience do you have?	<input type="radio"/> None <input type="radio"/> Limited (1 to 3 years) <input type="radio"/> Good (4 to 5 years) <input type="radio"/> Extensive (more than 5 years)
11. Do you currently need to withdraw from your investments to provide income?	<input type="radio"/> Yes <input type="radio"/> No
12. How soon do you expect to need to withdraw from these assets to provide retirement income?	<input type="radio"/> Less than 2 years <input type="radio"/> 2 to 5 years <input type="radio"/> 6 to 10 years <input type="radio"/> More than 10 years