



INTAKE SESSION CHECKLIST

We provide a Financial Portal which allows us to collaborate with you on your Financial Plans. Much of this data can be connected electronically or you can upload files to your personal vault.

Income/Expense

- Summary of Monthly Income from all sources
 - Summary of Monthly Expenses
- Include any or all of the following:**
- Your current "budget" or estimated expenses
 - Bank statements from the last 3-6 months (downloaded excel files preferred)
 - Quicken, Quickbooks, mint.com, or other tracking summary

Investments

Copies of latest statements for:

- Checking Accounts
- Savings Accounts
- Brokerage accounts
- IRAs/Roth IRAs
- 401(k)s, Roth 401(k), 403(b)
- Defined Benefit or Other Employer-Sponsored Retirement Plan
- Private Placement investment documents
- Non-residence Real Estate Holdings (mortgage, rent, maintenance, other expenses)
- Education accounts (529s, Coverdell, UGMA/UTMA)

Home Financing

- Information on current mortgage terms
- Alternatives for refinancing (if known)
- Home Equity Line of Credit: balance and terms

Remodeling

- Estimates or dollar amount expected for jobs intended or considering

Debt

- Credit Card
List all cards that have a balance and applicable interest rate. If interest rate will reset, include start date and amount of new rate.
- Student Loan Information
- Other Personal Debt

Risk Management

Copies of policies for:

- Life Insurance
- Homeowners/Renters Insurance
- Automobile Insurance
- Disability Insurance
Information on any employer plan and details on personally-owned policy
- Umbrella Insurance
- Health Insurance
Copy of policy if independent; details of employer plan (premium, frequency)
- Long Term Care Insurance
- Rental Real Estate Insurance

Taxes

- Copy of most recent tax return
- Copy of your latest paycheck

Employee Benefits

- List of all options available at work and/or brochure from your employer explaining benefits available

Estate Planning

- You can bring your trust documents, wills, powers of attorney, etc. if you want to. Depending on what you set up, it can be voluminous. If this is the case, please just bring a list of what you have in place already.