

## Client Checklist

We request you provide the following information in order to establish your financial goals and objectives and to support our analysis and calculations. Every item has its purpose as annotated. Some items may not apply to you. Whenever possible, we prefer electronic copies of documents.

TWM is a “paperless” office; we scan all documents into a secure site that is backed-up daily. Please provide us originals, copies or electronic versions (Adobe Reader) of all applicable documents. We will return originals to you after inputting them into our system. Plan Documents for Employee Benefits, Retirement Plans, Stock Option and Incentive Income Plans will help us understand your situation better.

<b>Item</b>	<b>Purpose</b>
Recent pay statement(s)	Cash Flow, determine actual federal, state, and local tax withholding, retirement contributions, benefits, Tax Planning.
Recent savings and checking account statements	Net Worth statement; liquidity analysis
Recent investment statements for brokerage accounts, retirement accounts (401k, IRA, Roth, 403b etc.), and mutual funds	Net Worth, analyze allocation and risk exposure, review fund investment overlap and expenses
Recent tax returns (federal, state and local for previous year)	Identify Tax Planning strategies to maximize deductions, credits, and retirement savings
Copies of estate documents (wills and living wills, powers-of-attorney for finances and health care, trusts)	Estate Planning, account registration, account beneficiary evaluation
Employee benefit manual and benefit election statements for employer sponsored medical, dental, life insurance, and disability	Risk Management
Individual Life Insurance, Disability, & Long Term Care policies	Risk Management, Cash Flow
Annuity statements	Net Worth, retirement analysis, investment allocation
Property & Casualty Insurance Declaration pages	Risk Management; Cash Flow
Plan documents and statements for Employee Stock Options, Stock Appreciation Rights (SAR's), Restricted Stock Units (RSU's) or other Incentive Plan compensation	Option Strategies to maximize income with managed risk; identify calendar limits to trading for senior executives.
Pension Plan documents and statements showing estimated benefits at early and normal retirement ages	Retirement Analysis
Most recent Social Security statements (From SSA)	Eligibility for self and spouse; Retirement Analysis
Mortgage notes & other liabilities (lender, rate, term, date started, principal & interest (P&I), taxes & insurance escrowed)	Net Worth, Cash Flow; Tax Planning for interest deductibility
Statements for College Savings Plans & Minor accounts (UTMA/UGMA)	College Education plan; Tax Planning for state 529 deductibility

## Comprehensive Financial Planning Questionnaire

### Personal Data

**Marital Status:** (check )  Single  Married **Date Married:** \_\_\_\_\_

<b>Names &amp; Ages:</b>	<b>Individual 1</b>	<b>Individual 2</b>
First Name, Middle Initial		
Last Name		
Birth Date		
Age Retired or		
Desired Retirement Age		
Social Security Number		
Name go by		

**Home Address:**

Street & No.		
City, State, Zip		
	<b>Individual 1</b>	<b>Individual 2</b>
Home Phone		
Mobile Phone		
Email Address		
Web Page		
Preferred Contact *		

\* How do you prefer we contact you: email, phone, cell phone

<b>Employment:</b>	<b>Individual 1</b>	<b>Individual 2</b>
Title		
Employer		
Work Address		
City, State, Zip		
Work Phone		
Email		
Fax No.		
OK to Email/Call at Work*		

\*Please advise TWM if there are restrictions on receiving faxes, calls, or emails at your place of work.

## Dependent Children/Education Funding

**Children & Ages:**

First, Middle Initial, Last	Social Security Number	Birth Date	Current School Grade	Annual Private School Cost	Start College Age	# Years College to fund
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		

**For All Children:**

Percent of college costs parents plan to pay. \_\_\_\_\_%

Inflation rate assumption for education expenses. 6%

Rate of return assumption, after tax, of education funds. 8%

Check if wish to use retirement funds for education.

Do you Contribute to a Dependent Care Account pre-tax through your employer?

Annual Amount \$ \_\_\_\_\_

## Cash Flow Planning & Management

TWM is a proponent of the “*Pay yourself first strategy*”; that is, you must put away a portion of each pay check in order to achieve your financial goals and fund future needs. The path to financial independence starts with good cash flow management. We share a common need to understand your current cash flow situation: we need to know what income, if any, is available to invest for future needs and you need to know where your money is going so you can evaluate your spending habits.

### Employment Income

**Instructions:**

- Base Salary**      Enter the annual salary amount
- Targeted Bonus**    Enter an average dollar amount or the % target of base salary
- Increase**            Rate you expect your base salary to increase annually

Name	Base Salary	Tgt. Bonus	% Incr.
	\$		
	\$		

Your employer’s bonus plan may consist of a combination of cash and/or deferred compensation, such as stock options or restricted stock. If this applies to you, please check here \_\_\_\_\_.

### Other Income Sources

If you *currently* have outside income sources, list the annual amounts below. *Do not* include investment income, stock dividends, or long term incentive awards. We account for those income sources separately.

Name	Self-Employment	Pension	Social Security	Trust	Other
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

**Personal Expenses**

If you use a financial software program to track your expenses, such as Quicken, you can provide a spending report in lieu of completing the table below. The table illustrates our suggested categories for tracking expenses.

**Instructions:**

**\*Monthly/Annual** – you may enter a monthly amount, annual amount, or both amounts. For example, if your auto operating expenses average \$150 per month, but you expect to spend another \$500 per year in repairs, you would enter the \$150 in the “Monthly” column and the \$500 in the “Annual” column.

**Percentage of expenses used for: Retirement, Disability, and Survivor percentages** – if the monthly expense amounts will be different in these life event categories, then enter the percentage difference amount here. For example, if all expense amounts will decrease by 20% then enter 80% in the appropriate column(s). If you do not know what percent to use, we will help you decide on a reasonable value.

**Note:** Do not include insurance premiums, taxes or debt payments. These will be gathered from other sources.

	<u>Current amount</u>		<u>Percent to be used for:</u>		
	Monthly*	Annual	Retirement	Disability	Survivor
Auto: Gas / Oil					
Auto: Repair					
Auto: Parking / Tolls					
Child Expenses: School Fees & Expenses					
Child Expenses: Extra-curricular					
Child Expenses: Baby Sit / Day Care					
Child Support Payments					
Clothing					
Domestic Help					
Groceries					
Healthcare Out-of-Pocket (co-pays etc.)					
Homeowner’s Association Fees					
Home Maintenance & Repair					
Landscaping/Yard					
Rent/lease Payment (not mortgage)					
Utilities, Cable TV & Internet					
Utilities, Gas & Electric					
Utilities, Telephone & Cell Phone					
Utilities, Water & Sewer					
Utilities, Trash Removal					
Dining Out					
Entertainment and Recreation					
Gifts to Relatives/others					
Membership dues-recreation					
Membership dues-professional orgs.					
Miscellaneous					
Pet Expenses					
Subscriptions-books, periodicals etc.					
Vacation and Personal Travel					
(other)					

**Other Income and Expenses:** Other income or expense items can occur in a single year, such as an inheritance or extended vacation, or multiple years, such as a new car purchase, annuity or trust income, or a planned gifting program. We include these one-time or recurring income and expense categories in your financial plan.

## Other Financial Goals

(Specific items not previously covered in this questionnaire if you wish us to compute the amount of immediate capital needed or the monthly deposits needed to fund a future expense.) For example, a vacation home, new car or boat purchase etc.

Description	Year needed	Amount needed	Assumed Inflation rate
		\$	%
		\$	%
		\$	%
		\$	%

Anticipated rate of return on funds accumulated for goals: \_\_\_\_\_ %  
 Include Financial Goals in Retirement Capital Estimate report: \_\_\_\_\_ (Yes/No)

Finally, please list your top three concerns regarding either your present or future financial situation: for example, retire at age 55, fund public college, reduce debt.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Thank you** for completing this questionnaire! Please return the questionnaire along with the requested documents to TWM at your earliest convenience. If you have difficulty obtaining or finding a requested document, we prefer you submit what you have to avoid a delay in producing your Comprehensive Financial Plan.

**What's next:** Once we receive your documents and this questionnaire, it will take 3 to 4 weeks for us to complete the first draft of your Comprehensive Financial Plan. At that time, we host a meeting to start reviewing the Plan with you.

If you engage TWM for Wealth Management or Investment Advisory services, we generally follow the following timeline for meetings:

Meeting #1: review the Investment Policy Statement, Asset Allocation Plan and complete paperwork required to open and transfer accounts. Begin reviewing the Financial Plan with emphasis on areas requiring immediate attention.

Meeting #2: usually held 3-4 weeks after Mtg. 1. Depending on the status of asset transfers, review investment recommendations to implement the Asset Allocation Plan. Review investment recommendations for employer sponsored plan(s), such as 401k/PSP. Continue Financial Plan review.

Meeting #3: timing and agenda for this meeting is based on what remains to be accomplished. If critical documents or data are missing, we may delay until those documents or data are provided and analyzed. Complete reviewing the Comprehensive Financial Plan.