



## Your Goals/Financial Planning preferences

### Personal Goals

Long-term:

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Short-term:

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### Business/Professional Goals

Long-term:

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Short-term:

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## Areas of Focus

### RETIREMENT/ INVESTMENT PLANNING/LIQUIDITY/CASH FLOW

- Assist in developing an effective asset allocation and diversification strategy** that is tailored to your specific objectives and geared toward maximizing wealth accumulation; taking into consideration the effects of inflation and market volatility.
- Evaluate current investment strategy in relation to your objectives and personal risk tolerance** and recommend reallocations of monies as needed.
- Analyze your present retirement plans**, including company-sponsored profit sharing, 401(k) and pension plans or self-employed arrangements, and how they meet your projected retirement needs.
- Retirement projections**; feasibility studies; accumulation analysis
- Determine whether your projected resources will be sufficient** to fund the desired level of retirement (as provided by your or consistent with your objective).
- Identify additional retirement planning opportunities** where appropriate.
- Analyze your current investment and savings plan as it relates to funding your children's education.**
- Identify and discuss alternatives to reduce income tax liabilities**, as they relate to your investments
- Analyze liquidity/cash flow needs**; to anticipate future cash flow & liquidity needs within the context of planning for future wealth accumulation.
- Ensure coordination of your investment plan** with the remainder of your financial planning

## ASSET PROTECTION

- Analyze your current asset protection strategy; ownership and entity structuring
- Determine your plan's effectiveness in protecting your assets from potential creditors
- Determine which protection techniques are suitable given your goals and objectives

## CORPORATE BENEFIT PLANNING

- Analyze Present Planning (excluding retirement).
- Determine how to get Maximum Effectiveness.
- Coordinate plan with other benefits.
- Check assignments and beneficiaries.
- Discuss ways to maximize cost effectiveness.
- Discuss ways to minimize taxes (both state and federal)
- Refer to deferred compensation agreement and maximum utilization

## BUSINESS SUCCESSION PLANNING

- Determine the effectiveness of your present plan and recommend changes; Review any partnership agreements, buy/sell agreements
- Discuss a variety of succession planning tools you can use to transfer your business.
- Include ways not only to ensure the continuity of your business, but also to do so with the smallest possible tax consequences.

## ESTATE PLANNING (CONVERSATION AND DISTRIBUTION)

- Analyze present estate distribution plan.** Determine the effectiveness of your present plan and recommend changes.
- Illustrate alternatives** that would help reduce or eliminate estate taxes.
- Discuss asset management assistance needs for your family** and illustrate how management flexibility can be made available to your family.
- Discuss methods to minimize estate taxes** in the future through use of estate reduction techniques.
- Illustrate the economics of the several options** available to pay estate taxes.
- Establish procedures to help reduce administration costs** of estate settlement.
- Explore planned charitable and non-charitable giving techniques** as methods of estate conservation and distribution, if appropriate.
- Discuss coordination of annual exclusion and unified gifting programs.**

## RISK MANAGEMENT/INSURANCE ANALYSIS

- Provide a comprehensive risk management and gap analysis **to determine if you and/or your family will be sufficiently protected in the event of a long-term disability or premature death of you or your spouse. Review Long Term Care Policy options.**
- Review existing life insurance contracts. **Focus on ownership and beneficiary designation of contracts. Evaluate the costs/benefit relationship of your existing contracts. Determine whether contracts will avoid estate taxation.**
- Determine which protection techniques are suitable given your goals and objectives

## **INCOME ANALYSIS**

- Determine basic and discretionary expenses
- Inventory of qualified and non-qualified income sources
- Inventory of guaranteed income
- Determine which expenses you deem are important enough to cover with guaranteed income
- If necessary, determine repositioning assets to maximize both guarantee and non-guaranteed income

Please bring or send the following document to the office:

## **Personal**

### **Legal Documents**

- Wills
- Durable power of attorney
- Living wills
- Healthcare directives
- Letter of instruction
- Revocable living trust
- Irrevocable trust
- Irrevocable life insurance trust
- Crummey letter
- Charitable trusts
- Family limited partnership
- Qualified personal residence trust
- Deeds
- Pre-nuptial agreements
- Separation/Divorce agreements

### **Financial Statements**

- Income tax returns
- Bank and/or money market statements
- W-2/1099's
- Social security statements
- Brokerage statements
- 401(k)/403(b), IRA statements etc
- Defined benefit statements
- Annuity statements
- UGMA/UTMA statements
- Completed risk tolerance questionnaire
- Mortgage/amortization statements
- Gift tax returns
- Stock option and restricted stock statements

### **Insurance Policies**

- Life insurance policies
- Disability policies
- Long term policies

## **Business**

### **Legal Documents**

- Shareholder, partnership or operating agreements
- Buy/Sell agreement
- Split dollar agreement

### **Financial Statements**

- Income tax returns
- Promissory notes
- Last business valuation

### **Retirement Plans**

- Deferred compensation agreement
- Qualified plan statements
- Supplemental executive retirement plan statements
- Employee census

### **Insurance**

- Group disability policies
- Life insurance policies
- Group health benefits description