FINANCIAL PLANNING CHECKLIST

Getting Organized Checklist

PLANNING PLATFORM ONBOARDING:

In the planning platform you'll start with an onboarding process. The system will walk you through each step and we will cover the process during our first two meetings. Below are key elements within the system which are often missed

- ❒ Family Profile – Include each family member in your desired plan
  - Include birth dates for each family member
- ❒ Goals
  - Retirement Expenses should be your desired retirement income in today's dollars
  - Changing from "Simple approach" to "Detailed worksheet" can makes it easier
  - Add Goals which are important to you, such as purchasing a new home

CONNECT ACCOUNTS IN PLANNING PLATFORM (RIGHT CAPITAL):

- ❒ Depository Accounts
  - Checking accounts
  - Savings accounts
- ❒ Investment Accounts
  - Taxable brokerage accounts
  - Non-retirement mutual fund investments
- ❒ Retirement Accounts (including)
  - 401(k) and other workplace retirement accounts
  - IRA accounts
- ❒ Loan Accounts
  - Credit Card accounts with balances or which are regularly used
  - Mortgage & HELOC loan
  - Auto loans and other loans

DOCUMENTS TO UPLOAD TO THE VAULT:

- ❒ Paycheck Stub (if applicable)
  - Showing withholdings and taxes
- ❒ Mortgage statement (monthly mortgage payment)
- ❒ Liability Insurance Declarations pages (Auto, Home, Umbrella, Business)
- ❒ Most recent tax return
  - Form 1040
  - Schedule C or P&L statement for business
- ❒ Social Security estimated Primary Insurance Amount.
  - Upload your summary of benefits page from SSA.gov
- ❒ 401(k) Plan Documents (available from HR or 401(k) provider)
  - Investment options
  - Summary plan description
  - Most recent statement

- ❒ Recent statements for annuities or life insurance with cash balances
    - Whole life, universal life, and other variations
- ❒ Pension documents including summary of benefits
    - Available on the pension site or from the pension administrator
- ❒ Documents for non-traditional investments
    - E.G. real estate, private companies, or other investments
- ❒ Estate Planning documents
    - Will
    - Trusts
    - Advanced Medical Directives
    - Powers of Attorney

SURVEYS TO COMPLETE:

- ❒ Complete the Risk Tolerance Questionnaire
    - Couples: please each complete one separately
    - Access Password: PSP
- ❒ Complete the Life-Planning Questionnaire
    - Couples: please each complete one separately
    - Access Password: PSP