

ACCOUNTABLE FINANCIAL PLANNING LLC

Please complete the following pages and gather the applicable documents from the checklist on the last page.
All information provided will remain strictly confidential.

PERSONAL INFORMATION COLLECTION SHEET

CLIENT _____			CO-CLIENT _____					
Birth-date ____ - ____ - ____ (MM-DD-YYYY) SSN ____ - ____ - ____			Birth-date ____ - ____ - ____ (MM-DD-YYYY) SSN ____ - ____ - ____					
Please Check One: <input type="checkbox"/> Married ____ - ____ - ____ (MM-DD-YYYY) <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Other _____								
Street Address _____ Mailing Address (if different) _____ Home Phone (_____) _____								
CLIENT				CO-CLIENT				
Driver’s License No. _____ State _____ Issue Date _____ Exp. Date _____				Driver’s License No. _____ State _____ Issue Date _____ Exp. Date _____				
Cell Phone (_____) _____				Cell Phone (_____) _____				
Work Phone (_____) _____				Work Phone (_____) _____				
Preferred Email _____				Preferred Email _____				
Occupation _____				Occupation _____				
Title _____				Title _____				
Employer _____				Employer _____				
Employer Address _____				Employer Address _____				

CHILDREN / DEPENDENTS				
Name	Birth-date (MM-DD-YYYY)	SSN	Marital Status	No. of Kids
1. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____
2. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____
3. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____
4. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____
5. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____
6. _____	____ - ____ - ____	_____ - ____ - ____	_____	_____

REAL ESTATE								
Address	Market Value		Current Balance	Initial Balance	Rate	Fixed/Variable	Term	Start Date
1. _____	\$	1 st Mortgage	\$	\$	%		Yrs	
		2 nd Mortgage	\$	\$	%		Yrs	
2. _____	\$	1 st Mortgage	\$	\$	%		Yrs	
		2 nd Mortgage	\$	\$	%		Yrs	
3. _____	\$	1 st Mortgage	\$	\$	%		Yrs	
		2 nd Mortgage	\$	\$	%		Yrs	



LIST OF HOUSEHOLD INCOME, EXPENSES, SAVINGS

Please make your best estimate of amounts for which you are unsure.

	Monthly	or	Annually
Income			
Salary (include typical bonus) – Client	_____		_____
Salary (include typical bonus) – Co-Client	_____		_____
Other Non-investment Income	_____		_____
Other Non-investment Income	_____		_____
Expenses			
Mortgage Payments/Rent	_____		_____
Real Estate Taxes (if paid separately).....	_____		_____
Homeowner/Renter Insurance Premiums (if paid separately).....	_____		_____
Auto Insurance Premiums	_____		_____
Umbrella Liability Insurance Premiums	_____		_____
Other Loan Payment	_____		_____
Personal Property Taxes	_____		_____
Health Insurance Premiums	_____		_____
Dental Insurance Premiums	_____		_____
Out-of-Pocket Medical Expenses	_____		_____
Disability Insurance Premiums	_____		_____
Life Insurance Premiums	_____		_____
Utilities (Gas, Water, Electric, Cable, Phone, Cell, Internet, etc).....	_____		_____
Groceries (Food, Household Supplies, etc)	_____		_____
Home Maintenance (Repairs, Cleaning, Yard, Pool)	_____		_____
Automobile Maintenance (Gas, Tires, Oil, Service)	_____		_____
New Household Purchases	_____		_____
New Clothes & Dry Cleaning	_____		_____
Child Care	_____		_____
Family Personal Expenses (Hair cuts, etc)	_____		_____
Allowances/Cash Spending	_____		_____
Vacations/Travel	_____		_____
Entertainment (Hobbies, Club Dues, Recreation, Subscriptions)	_____		_____
Education	_____		_____
Dining Out	_____		_____
Gifts to Others	_____		_____
Charitable Donations	_____		_____
Pets and Pet Care.....	_____		_____
Other Ongoing Expense	_____		_____
Other Ongoing Expense	_____		_____
Other Ongoing Expense	_____		_____
Ongoing Additions to Savings			
Retirement Plan (401k, 403b, etc) – Client	_____		_____
Retirement Plan (401k, 403b, etc) – Co-Client	_____		_____
IRA (Traditional, Roth) – Client	_____		_____
IRA (Traditional, Roth) – Co-Client	_____		_____
Non-retirement (Taxable) Account	_____		_____
Other	_____		_____

✓ ACCOUNTABLE FINANCIAL PLANNING LLC CHECKLIST

You do not need to make copies of all of these documents. If you provide us with the original documents, we will scan what we need and return the originals to you. Please be as complete as possible.

• **Personal Information**

- 1. Completed Personal Information Collection Sheet
- 2. Copy of Driver's License

• **Cash Flow Information**

- 1. Completed List of Household Income, Expenses, Savings
- 2. Pay Check Stubs (2 most recent)

• **Tax Returns from last 3 years (federal and state with pertinent schedules attached):**

- 1. Personal Income Tax Returns
- 2. Gift Tax Returns (most recent)
- 3. Business Income Tax Returns
- 4. Children's Income Tax Returns

• **Estate Planning & Legal Documents**

- 1. Wills
- 2. Living Wills/ Advance Medical Directives
- 3. Medical Powers of Attorney
- 4. Financial Powers of Attorney
- 5. Letters of Final Instruction
- 6. Trust Agreements
- 7. Divorce or Separation Agreements
- 8. Prenuptial Agreements

• **Account Statements for Assets**

- 1. Bank Accounts (checking, savings, money market, CDs)
- 2. Brokerage / Mutual Fund Accounts
- 3. IRA Accounts (traditional, Roth)
- 4. Retirement Plans (401k, 403b, 457b, TSP, etc. Include list of available investment options)
- 5. Annuities (immediate, variable, fixed)
- 6. Deferred Compensation Plans
- 7. Pension Plans (defined benefit)
- 8. Social Security Statements (most recent)
- 9. 529 or Prepaid Tuition Plans
- 10. Children's/Custodial Accounts

• **Account Statements for Liabilities**

- 1. Mortgages
- 2. Equity Lines or Loans
- 3. Car Loans
- 4. Student Loans
- 5. Credit Cards (any account for which you carry a balance)
- 6. Any Other Debt

• **Insurance Policy Information**

- 1. Life - group, term, whole, universal, variable (summary of coverage)
- 2. Health - medical, dental (summary of coverage)
- 3. Disability - group, individual, short term, long term (details of coverage)
- 4. Automobile (declaration pages)
- 5. Homeowners/Renters (declaration pages)
- 6. Umbrella Liability (declaration pages)
- 7. Professional liability (declaration pages)

• **Other Information (anything else you feel is important for us to have)**