

Financial Planning Checklist

I am looking forward to seeing you to get started on the financial planning process. Here are some documents to pull together and questions for you to consider regarding your financial plan. Whatever you can gather for our first meeting will be helpful in getting us started.

Please rest assured that I take your privacy very seriously. This is a confidential process and this will be your confidential plan that we will review together.

Here are some documents that will be helpful to have in preparing your plan:

- Copy of benefits statements: 401(k), Pension, SEP, or other retirement plan; deferred compensation plan, employer-provided life and disability insurance, employee stock option grants, stock purchase plan, etc. (If married, one for each spouse).
- Life insurance policies:
 - What is the face amount and cash value?
 - Who owns the policies?
- Copy of brokerage/mutual fund statements: IRA Accounts, Flexible Spending Accounts, & Non-Retirement Accounts.
- Estimate of your current cash balances: CDs, Money Market, Savings, Checking, Credit Union, etc.
- Previous written financial plans you have had prepared.
- Copy of your most recent tax return. Are you subject to the Alternative Minimum Tax? Do you make substantial charitable contributions? Do you have capital or passive gains or losses to carry forward? You may choose to include your CPA in the planning process.
- Equity value of your interest in any businesses, limited partnerships, private equity funds or investment properties you own. Do you plan to realize the value of these investments in the future (e.g. business succession plan, real estate sale, etc.)? If so, how and when?
- Estimate of the current market value of your home(s). If possible, a copy of the trust deed.
- Most recent mortgage statements (need original amount, time remaining, balance and interest rate), including home equity loans.
- Automobile values and loan amounts.
- Credit card balances.
- Other debt (personal line of credit, other loans and financing arrangements).
- Trust documents, if prepared.
- Estimate the value of your personal property: household furniture, clothing, jewelry, art, collectibles, etc.
- Birth dates and estimated college start years for each child and/or grandchild.

Food For Thought

In addition, you should think about some important questions before our meeting:

- What is your most important immediate financial goal?
- What is your most important short-term financial goal?
- What is your most important long-term financial goal?
- How are you currently spending your income? What is your savings goal?
- When do you want to retire? How do you envision spending your retirement years (consulting, traveling, etc.)? What kind of after-tax income would you require to live comfortably?
- If you are already retired, are you happy with your retirement income and lifestyle? Are you concerned about outliving it?
- If you have children who are still in school, to what extent would you like to provide education funding for them? Do you plan to send them to private or public universities? Are there specific schools you are aiming for? Do you have grandchildren whose education you plan to support?



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Karp Capital Management
Registered Investment Advisor

Mailing Address: 2269 Chestnut Street, #308
San Francisco, CA 94123

Office Address: 221 Caledonia Street
Sausalito, CA 94965

Tel.: 415 345 8185 | Fax: 415 869 2832