

Financial Needs Analysis Checklist

Your Appointment is scheduled for:

In order to compute an accurate picture of your present financial position, please have the following information available:

- **Pay stubs for the past month and recent company benefits statement, OR annual income for small business owners. If retired, most recent SS benefits statement.**
- **Annual income taxes withheld (W-2s) and property taxes paid**
- **Savings account and investment account statements**
- **Retirement account statements (IRAs, 401(k)s, TRS statement, 403(b)s, pensions, etc.)**
- **Insurance premiums for auto, home, health, group plans and life**
- **Life insurance policies, illustrations and recent statements**
- **Loan statements (if the second page is filled out, I don't need to see these)**
 - **Home mortgage - escrow broken out and down (P&I, taxes, ins., PMI)**
 - **Installment loans (i.e., auto loans, boat loans)**
 - **Student loans**
 - **Credit Card Statements**
- **Attached budget sheet filled out as accurately as possible. You can leave off the retirement and other things we'll talk about, like debt. The software auto-populates those from the other sheets you will have filled out. It's best to use a three-month average to get the most accurate results.**

Please feel free to give me a call if you have any questions regarding the information needed or if you have any trouble filling out the Debt Management summary Worksheet. I can be reached at (281) 814-3732.

Budget Worksheet



Where is your money going?

The first step in managing your finances is knowing where you are spending. Use the Budget Worksheet to get a handle on where you spend your money and identify areas you could cut your expenses.

| Housing | Now | Future |
|----------------------|-----------|-----------|
| Rent | \$ | \$ |
| Home Phone | \$ | \$ |
| Mobile Phone | \$ | \$ |
| Cable / Satellite | \$ | \$ |
| Electricity / Gas | \$ | \$ |
| Water / Waste Mgmt. | \$ | \$ |
| Maintenance & Repair | \$ | \$ |
| Home Improvements | \$ | \$ |
| Household Help | \$ | \$ |
| Lawn Service | \$ | \$ |
| Association Dues | \$ | \$ |
| Other | \$ | \$ |
| Sub-Total (a) | \$ | \$ |

| Family | Now | Future |
|---|-----------|-----------|
| Food & Grocery | \$ | \$ |
| Clothing | \$ | \$ |
| Medical / Dental / Prescriptions <i>(not covered by insurance)</i> | \$ | \$ |
| Laundry & Dry Cleaning | \$ | \$ |
| Child Care | \$ | \$ |
| Educational Expenses | \$ | \$ |
| Legal Expenses | \$ | \$ |
| Alimony / Child Support | \$ | \$ |
| Baby Sitters | \$ | \$ |
| Other | \$ | \$ |
| Sub-Total (b) | \$ | \$ |

| Giving | Now | Future |
|---------------------------------|-----------|-----------|
| Charitable | \$ | \$ |
| Non-Charitable | \$ | \$ |
| Gifts (birthday, holiday, etc.) | \$ | \$ |
| Other | \$ | \$ |
| Sub-Total (c) | \$ | \$ |

| Transportation | Now | Future |
|-----------------------|-----------|-----------|
| Gas & Oil | \$ | \$ |
| Maintenance & Repairs | \$ | \$ |
| Other (travel, etc.) | \$ | \$ |
| Sub-Total (d) | \$ | \$ |

| Leisure | Now | Future |
|--------------------------|-----------|-----------|
| Vacations | \$ | \$ |
| Hobbies | \$ | \$ |
| Club Memberships | \$ | \$ |
| Restaurants | \$ | \$ |
| Movie Theaters / Rentals | \$ | \$ |
| Entertainment | \$ | \$ |
| Books & Magazines | \$ | \$ |
| Other | \$ | \$ |
| Sub-Total (e) | \$ | \$ |

| Debt Payments | Now | Future |
|----------------------|-----------|-----------|
| Mortgage | \$ | \$ |
| Other Debts | \$ | \$ |
| Sub-Total (f) | \$ | \$ |

| Insurance Premiums | Now | Future |
|----------------------|-----------|-----------|
| Life Insurance | \$ | \$ |
| Auto Insurance | \$ | \$ |
| Homeowners Insurance | \$ | \$ |
| Health Insurance | \$ | \$ |
| Sub-Total (g) | \$ | \$ |

| Savings | Now | Future |
|----------------------|-----------|-----------|
| Retirement | \$ | \$ |
| Education | \$ | \$ |
| Other Goals & Dreams | \$ | \$ |
| Sub-Total (h) | \$ | \$ |

| Taxes | Now | Future |
|----------------------|-----------|-----------|
| Income Taxes | \$ | \$ |
| Property Taxes | \$ | \$ |
| Sub-Total (i) | \$ | \$ |

| | Now | Future |
|--|-----|--------|
| Total Monthly Income | \$ | \$ |
| Total Living Expenses - <i>(a + b + c + d + e)</i> | \$ | \$ |
| Total Other Expenses - <i>(f + g + h + i)</i> | \$ | \$ |
| Surplus / Shortfall = | \$ | \$ |