Planning Checklist

Cash Management

COMPLETE

- ☐ Establish personal cash reserve amount
- ☐ Simplify banking with one checking and one online savings account (e.g. Flourish Cash, Marcus)
- ☐ Shop available interest rates

Investments

COMPLETE

- ☐ Consolidate outside investment accounts
- ☐ Review balances, strategy, and performance with Altruist
- ☐ Review new WealthPlan models
- ☐ Review custodial information is up to date

Dependents

COMPLETE

- ☐ Establish 529 Plans and UTMA accounts
- ☐ Ensure primary and contingent beneficiaries are correct

Estate

COMPLETE

- ☐ Send David copies of your will, power of attorney, health care proxy, and trusts
- ☐ Schedule conference call with David and your attorney
- ☐ Ensure beneficiaries are on all accounts (e.g. retirement plans, brokerage accounts, bank accounts, and life insurance policies)

Liability Management

COMPLETE

- ☐ Send David liability statements (e.g. mortgage, student loans)
- ☐ Understand debt paydown vs. investing tradeoffs
- ☐ Explore mortgage and/or student loan refinance options

Business Owner

COMPLETE

- ☐ Establish business cash reserve amount
- ☐ Ensure business is properly insured
- ☐ Review busines entity type
- ☐ Establish qualified retirement plan

Your Financial Plan

COMPLETE

- ☐ Update figures through Asset Map or eMoney
- ☐ Create/update your budget (e.g. eMoney, Simplifi)
- ☐ Establish a systematic savings plan (or update an existing one)

Tax

COMPLETE

- ☐ Send David your most recent tax return
- ☐ Receive your tax summary from Holistiplan
- ☐ Schedule conference call with David and your accountant
- ☐ Review tax savings hierarchy

Retirement

COMPLETE

- ☐ Run Big Picture & Nest Egg Guru retirement income analysis annually
- ☐ Maximize Social Security benefits with Lifeyield
- ☐ Update retirement plan investments

Risk Management

COMPLETE

This section applies to life, disability, and long-term care coverage and should be reviewed every 3 years. Include employer-provided group coverage.

- ☐ Send David recent insurance statements
- ☐ Update your insurance needs
- ☐ Review in-force illustration
- ☐ Explore healthcare sharing programs (e.g. Liberty HealthShare)

Cybersecurity

COMPLETE

- ☐ Install antivirus software (e.g. Bitdefender, Norton)
- ☐ Enable Two-Factor Authentication where possible
- ☐ Utilize a password manager (e.g. Keeper Security, Lastpass)

Client File

COMPLETE

- ☐ Outside bank, brokerage, and retirement plan statements
- ☐ Retirement plan investment choices menu (e.g. 401k, 403b)
- ☐ Recent tax return
- ☐ Liability statements (e.g. mortgage, student loans)
- ☐ Social Security statements
- ☐ Estate planning documents
- ☐ Insurance policy statements