

Checklist for Comprehensive Plan Submission

1. Client data – a narrative or list with client information must include:
 - Name Address Employer How long on job
 - Birth date(s) Marital status Date of marriage Children
 - Bankruptcy? Law suits? Citizenship Anything else pertinent

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2. Written client goals and objectives.

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3. Assumptions used in the plan must include:
 - Inflation rates Mortality Rates of return (net of fees)
 - College inflation Medical inflation Social security inflation
 - Salary increases Emergency fund College years per child
 - Residence growth rate Retirement distribution rate

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4. A net worth statement – one page list of assets and liabilities by account, by owner, by tax deferred vs. taxable.

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5. Recommendations, observations, and findings made with respect to assets and liabilities on the net worth statement.

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6. A detailed current cash flow for the client. Income sources must be broken out by person and indicate whether earned, unearned, or other. Expenses must minimally include fixed, discretionary, taxes and savings.

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7. Recommendations, observations, and findings made with respect to current cash flow.

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8. Last year's actual tax worksheet and projections for current year and future years as applicable. Projections should include AMT calculations.

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9. Recommendations, observations, and findings made with respect to income taxes.

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10. Detailed analysis of insurance coverage for the client.

Life

- Named insured
- Owned by
- Company
- Beneficiary
- Contingent beneficiary
- Policy type
- Death benefit
- Premium
- Face value
- Cash value
- Loan balance

Medical

- Named insured
- Company
- Plan type
- Deductible
- Premium
- Personal or group
- Co-pay
- Who is covered?

Disability

- Named insured
- Company
- Personal or group
- Pre-tax or after tax
- Monthly benefit
- Definition of disability
- Cost of living adjustment
- Elimination period
- Benefit period
- Riders

Long-term Care

- Named insured
- Company
- Benefit period
- Benefit amount
- Elimination period
- Home health vs. nursing home
- COLA

- Homeowner's** declaration page
- Automobile** declaration page
- Umbrella** declaration page
- Others** as needed

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11. Recommendations, observations, and findings made with respect to all areas of insurance pertinent to the client's situation.

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12. A detailed list of the client's investment assets in taxable and tax-deferred accounts. Include account name, amount and cost basis for taxable investments (if available).

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13. Recommendations, observations, and findings made with respect to all areas of investment pertinent to the client's situation. ***Do not include Morningstar style reports.***

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