

## 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

Adequate     Inadequate
2. Written client goals and objectives.

Adequate     Inadequate
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

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

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

Adequate     Inadequate
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.

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

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

Adequate    Inadequate

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

Adequate    Inadequate

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

Adequate    Inadequate

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

Adequate    Inadequate

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).

Adequate    Inadequate

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.***

