Jennifer Hipkiss CFP® , EA, MSFP
Tax & Financial Advisor

Annual Financial Check-Up

Today's Date: __________

Name/Age: _______________________________

Name/Age: ____________________________

Household Annual Earned Income: ________________________

Business Income: ____

Other Income: ____

Children's Names/Age:

____

____

____

____

____

Lifestyle, Goal Planning & Cash Flow

- ☐ List personal life values, goals with timeline. Review current spending pattern to align spending to defined values & goals.
- ☐ What are your current year cash flow needs (12-24 months)? ____
- ☐ What do you expect cash flow needs are for next 2-3 years?____
- ☐ Long-Term Goals (5 years plus): ____
- ☐ Outstanding loan balances, rates & payment: ____
- ☐ Any room in current year cash flow for debt paydown or savings? ____
- ☐ Review of credit report, credit score & Notes: ____

Tax Strategy & Preparation

- ☐ IRA Require Mandatory Distribution Withdrawn? ____
- ☐ Inherited IRA Require Mandatory Distribution Withdrawn? _______________________________________
- ☐ Review opportunities to maximize tax optimal accounts (Roth, HSA, Business, Annuity, Real Estate, Gifting, etc)
- ☐ Income tax returns completed for current year. What are current tax rates? _________________________________
- ☐ Project coming year's tax, review adequate withholdings/estimates and options to reduce tax__________________
- ☐ Review tax-efficient investment strategy ____
- ☐ Review tax bucket allocation & opportunities to adjust/balance current and future tax liability (including Roth conversion +/or adjustment to tax bucket contributions to investments) ____
- ☐ Review tax harvesting investment opportunities ____

Risk Management & Insurance Planning

- ☐ Review & discuss risk assessment of assets and lifestyle to determine insurance protection needs ___________
- ☐ Any new assets or driver's to update on the policy and opportunities for insurance savings? ______________________
- ☐ Home/Auto/Liability policy review:____
- ☐ Life Insurance policy review & years left on policy:____
- ☐ Disability policy review & benefit:____
- ☐ Health/Dental/Vision/LTC policy review:____

Group Employer Benefits

- ☐ Review current employer benefit coverage options: ____
- ☐ Are there company stock purchase opportunities? ________________________ _________________________________
- ☐ Review employer opportunities that are available, are they being optimized? __________________________________

Asset Management

- ☐ Review account balances and save statement for each account (bank/cash balances, 401k plan assets, 529, ER stock, etc)
- ☐ Review account investment holdings and opportunities for improvement (bank/cash balances, 401k plan assets, 529, ER stock, etc) ____
- ☐ Review current contributions/savings and to which accounts (include employer contributions) ____________________
- ☐ Review all investment holdings, portfolio match to risk, opportunities to rebalance and/or tax harvest ______________
- ☐ Review of employer stock, ESPP, RSU and/or retirement plan stock holdings ______________________________________
- ☐ Is portfolio consistent with your comfort for risk? _________________________________

Retirement & Lifetime Income Planning

- ☐ What is your desired retirement age? ____
- ☐ List pensions eligible, amount and age of eligibility____
- ☐ List Annuities owned and type ____
- ☐ Define retirement baseline income need @ target retirement age: ____
- ☐ Define retirement desired lifestyle income need @ target retirement age: ____
- ☐ Is current savings adequate for target baseline need?____
- ☐ Is current savings adequate for target lifestyle desired?____
- ☐ Review social security maximization options ____
- ☐ Review retirement plan projection to make sure on target____
- ☐ Review Medicare health insurance options options ____

Estate & Multi-Generational Planning

- ☐ Estate Planning/Trust Name: ____
- ☐ In what year were Estate Planning Documents Completed? ____ _
- ☐ Review titles for all accounts and assets are implemented according to estate documents
- ☐ Review beneficiary designations & TODs for all accounts are implemented according to estate documents

Recommended Action Items for Year

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	