

FINANCIAL PLANNING CHECKLIST

Our advice and guidance is built on a foundation of listening first. Listening to understand our clients' current situation, past experiences, and future goals and objectives. The information you provide allows us to get to work; studying, analyzing, modeling, and finally developing a solution designed to help you meet your goals. This handy checklist will help you gather important information we will review, outline some topics and questions we will discuss, and organize objectives we will focus on when we meet next.

THINGS TO BRING WITH YOU:

- Investment accounts**
Current statements showing value and positions (stocks, bonds, mutual funds, CDs, money markets, etc.)
- Bank accounts**
Current statements showing value and positions (CDs, money markets, etc.)
- A list of your other assets**
Homes, personal property, rental property, collectibles, etc.
- A list of your liabilities**
Debts, mortgages, loans, etc.
- Life Insurance Policies**
Life, health, long-term care, etc.
- Social Security information**
Statements you may have received with an estimate of earnings at retirement.
- Current contributions**
401(k)s, IRAs, savings accounts, etc.
- All sources of income**
Salaries, pension plans, annuities, trust funds, rental income, etc.
- Estate planning documents**
Wills, trust documents, business and legal entities, etc.

QUESTIONS I WILL ASK YOU:

- **When do you and your spouse/partner want to retire?**
- **How much money will you need to live comfortably at retirement?**
- **What are your financial priorities?**
(financial independence, tax planning, retirement income, survivor needs planning, estate tax minimization, college funding, personal goal planning)
- **What are your goals?**
(travel, new cars, boat, vacation home, education, etc.)
- **Do you anticipate any inheritances?**
- **Do you and your spouse/partner have separate needs if one or the other passes?**
- **Do you own a business or have some form of ownership in a business?**

ESTABLISH A STARTING POINT BY IDENTIFYING WHAT YOU WOULD LIKE TO ACCOMPLISH:

CASH MANAGEMENT

- Building cash reserves
- Reposition excess cash reserves
- Refinance a mortgage
- Review outstanding loans
- Establish a line of credit

RETIREMENT PLANNING

- Determine your accumulation needs
- Generate adequate income
- Establish an Individual Retirement Account (IRA)
- Review rollover distribution options
- Regulate cash flows

INVESTMENT PLANNING

- Create a systematic investment program
- Create or maintain a diversified portfolio
- Review professional portfolio management options

RISK MANAGEMENT

- Replace income in the event of disability
- Provide for family in case of death
- Protect assets from high cost of long-term health care

TAXES

- Defer taxes
- Reduce income taxes
- Reduce estate taxes

EDUCATION SAVINGS

- Save for children's or grandchildren's education needs
- Review gift and estate tax benefits of college savings plans

ESTATE PLANNING

- Preserve wealth for heirs
- Reduce estate taxes
- Avoid probate
- Manage assets in the event of incapacity
- Charitable Giving
- Cash gifts
- Gift real estate or securities
- Create a charitable remainder trust
- Make a bequest in my will
- Reduce income or capital gain taxes

BUSINESS PLANNING

- Succession planning
- Buy or Sell agreements
- Retirement planning
- Key person(s) protection planning
- Executive benefits planning
- Disability insurance

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