



Financial Planning Checklist

NAME: _____

COMPANY: _____

Take Charge

Did It:

- Have the family talk – set financial goals with your significant other and kids
- Create a spending diary – track all family spending for two consecutive months
- Do starting point math
 - Net worth (*What you own – what you owe*) _____
 - Credit score (*Target: 700 and above*) _____
 - Total debt ratio (*What you owe / what you own. Target: less than 50%*) _____
 - Debt service ratio (*Total debt payments / gross pay. Target: less than 36%*) _____
 - Mortgage debt ratio (*Total mortgage payment / gross monthly pay. Target: less than 28%*) _____
- Establish a family budget – involve the kids
- Establish accounts for other life goals (college, travel, etc.), then set up auto-deposits
- Automate regular/fixed bill payments
- Increase emergency savings to three to six months of living expenses

Build Wealth

- Enroll in workplace retirement plans
- Make the call: Roth vs. pre-tax savings
- Initial asset allocation set and downshifting strategy established
- Save enough to maximize company matching contributions
- Determine savings targets – what you'll need for life after work
- Set overall asset allocation and coordinate between accounts
- Consolidate retirement and investment accounts where possible
- Fund IRAs, if needed
- Consider benefits of Roth conversions

Defeat Debt

- Audit credit report for errors and submit disputes, as necessary
- Organize and record debt by potential risk
- Develop debt repayment plan and reward strategy
- Set payoff plan for student loans
- Consider home refinance, if attractive

Protect

- Evaluate vulnerability to identity theft and take precautions
- Enroll in health insurance plan
- Evaluate LT/ST disability insurance coverage
- Ensure adequate homeowners/renters insurance
- Purchase liability insurance, if needed
- Evaluate and secure adequate life insurance
- Fund HSA if available, then make investment decisions

Plan It Forward

- Establish beneficiaries for all accounts
- Create will, including Healthcare Power of Attorney and Financial Power of Attorney
- Ensure all accounts are properly titled (Jointly or Payable upon Death)
- Create strategy for gifting of assets
- Determine charities important to family and discuss giving approach
- Automate giving process

Getting Retirement Ready

- Complete a Retirement Income Analysis with your advisor to determine your readiness
- Create a retirement budget
- Determine distribution plan (who will manage investments, which accounts to draw, etc.)
- Decide when to take Social Security
- Establish plan to pay off home by retirement
- Determine health insurance needs in retirement
- Investigate Medicare supplemental policies

Annual Check-Up

- Tweak budget, and search for ways to lower expenses (cable bill, etc.)
- Discuss strategy for overcoming obstacles encountered
- Update beneficiaries, if needed
- Boost retirement savings 1%, if needed



Questions? Contact a MoneyAdvice@Work® advisor by calling 866-232-6457 or visiting moneyadviceatwork.com/learnmore.