



Discovering what matters and clarifying your life goals are the first steps in our Legacy Coaching Process. These pages list items to assemble prior to our next discussion. This includes information about where you are currently positioned as well as information about your future needs. It doesn't have to be perfect...we will gladly help you work through any areas which may be unclear as we co-create your financial plan.

**When complete, you may send us materials by mail, fax, secure email, or in-person.**

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Client \_\_\_\_\_

Date \_\_\_\_\_

### Personal Data

#### Client

#### Spouse

Legal Name \_\_\_\_\_

Legal Name \_\_\_\_\_

Nickname \_\_\_\_\_

Nickname \_\_\_\_\_

DOB \_\_\_\_\_ SS \_\_\_\_\_

DOB \_\_\_\_\_ SS \_\_\_\_\_

DL # \_\_\_\_\_

DL # \_\_\_\_\_

Expiration \_\_\_\_\_ State \_\_\_\_\_

Expiration \_\_\_\_\_ State \_\_\_\_\_

Cell Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, St, Zip \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Years Employed \_\_\_\_\_

Years Employed \_\_\_\_\_

Annual Salary \_\_\_\_\_

Annual Salary \_\_\_\_\_

Annual Bonus \_\_\_\_\_

Annual Bonus \_\_\_\_\_

Other Income \_\_\_\_\_

Other Income \_\_\_\_\_

Ideal Retirement Age \_\_\_\_\_

Ideal Retirement Age \_\_\_\_\_

Acceptable Retirement Age \_\_\_\_\_

Acceptable Retirement Age \_\_\_\_\_

Residential Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Estimated Net Worth \_\_\_\_\_

Liquid Net Worth \_\_\_\_\_

Tax Bracket     0-15%     16-28%     28+%

Estate Planning Attorney \_\_\_\_\_

CPA \_\_\_\_\_

#### Children

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ SS \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ SS \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ SS \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_ SS \_\_\_\_\_

### Budget Worksheet

Gross Monthly Income	
Salary	
Salary	
Bonus	
Bonus	
Dividends & Interest	
Business Income	
Annuity / Pension	
Taxes	
Federal	
Social Security	
Medicaid	
Auto Ad Valorem	
State & Local	
Property	
Debt	
Mortgage	
Second Mortgage	
Auto 1	
Auto 2	
Loan	
Notes	
Credit Card	
Credit Card	
Student Loan	
Insurance Premiums	
Auto	
Home	
Med/Dental/Vision	
Life Insurance	
Long-Term Care	
Disability Insurance	
Home Warranty	

Food	
Groceries	
Dining Out	
Other	
Transportation	
Fuel	
Auto Maintenance	
Bus / Taxi / Tolls	
Airlines	
Housing	
Phones	
Electricity	
Gas	
Water & Sewer	
Cable / Satellite	
Trash	
HOA Fees	
Pest Control	
Home Improvement	
Home Maintenance	
Lawn Care	
Savings	
Roth IRAs	
Traditional IRAs	
401(k) / 503(b)	
HSA / FSA	
Taxable / Bank Accts	
529 Plans	

Donations / Gifts	
Charities / Church	
Misc Donations	
Other	
Miscellaneous	
Clothing	
Personal Care	
Child Care	
Dry Cleaning	
Hobbies	
Medical Costs	
Prescriptions	
Pet Care	
Entertainment	
Videos/DVD	
Concerts/Sports	
Other Events	
Digital Subscriptions	
Vacations	

Totals	
Gross Monthly Income	
Taxes	
Debt	
Insurance Premiums	
Savings	
Living Expenses	
Disposable Income	

## Financial Data

### Account Statements

- Employee Retirement Plans (401(k), 403b, Pension, etc.) - statement and available investment choices
- Personal Brokerage and Bank Accounts
- Retirement Accounts (IRA, Roth IRA, SIMPLE, SEP, etc.)
- Stock Options - plan info and vesting schedule
- Annuity Statements
- Education Savings Accounts, UTMAs, etc.
- Social Security Statement - go to [SSA.gov](http://SSA.gov) to retrieve electronic copy

### Employment Information

- Paystub - most recent
- Benefits Summary - medical coverage, insurance choices, & other electives

### Debt

- Mortgage Statement - most recent
- Other Debt Statements - personal loans, business loans, auto loans, credit cards, notes payable, etc.

### Taxes

- Tax Returns - previous two years

### Insurance (Personal & Employer-Provided)

- Life & Disability Insurance - policy pages or summary
- Home / Auto / Liability / Umbrella - declarations pages
- Long-Term Care Insurance - policy pages or summary
- Medicare - policy info

### Estate Planning Documents

- Wills & Trusts
- Advance Directives
- Powers of Attorney

### Other

- \_\_\_\_\_
- \_\_\_\_\_

Client \_\_\_\_\_

Date \_\_\_\_\_

## What Matters

What must happen over the next 3 to 5 years for you to be happy; personally, professionally, and financially?

What is your most pressing concern right now?

What are the 3 most important things your kids should learn from you?

What activities would you add to your life?

What lessons were you taught about money as a child? Have your beliefs changed over time?

What observations have you made and lessons learned from watching others retire?

How do you visualize your life after age 70? Does longevity run in your family?

What else should we know when making recommendations?

## Risk Tolerance

How do you classify your own risk tolerance:     Conservative         Moderate     Aggressive

Do you have current income needs?             No                             Yes

I would like my investments to:

Keep pace with inflation; limit growth/ loss potential

Outpace inflation; higher risk for growth/ loss potential

Greatly outpace inflation; highest risk for growth/loss

How would you describe your knowledge level of the following:

Equities (Stocks)?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Fixed Income (Bonds)?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Mutual Funds?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Options, Futures or Derivatives?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Variable Annuities?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Variable Life?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive
Alternative Investments (REITS, BDCs)?	<input type="checkbox"/> None	<input type="checkbox"/> Limited	<input type="checkbox"/> Good	<input type="checkbox"/> Extensive

I have \_\_\_\_ years of investment experience:     None         1-5         5-10         10+

My investment purpose is:

Education     Retirement Planning     Charity

Income         Accumulate Wealth     Preserve Wealth

Other \_\_\_\_\_

From an original investment of \$15,000, your portfolio grows to \$25,000 and suddenly declines \$3,750 or 15%, which best describes your response?

- I would look for a way to invest more                             I would take no action
- I would be somewhat concerned                                     I avoid anything that could lose 15%

Your portfolio, from previous question, now worth \$21,250 suddenly declines another \$2,125 or 10%, which best describes your response?

- I would look for a way to invest more                             I would take no action
- I would be somewhat concerned                                     I would probably sell
- I would never have made this investment

How many review meetings would you prefer annually?     4x     2x     1x     I'll Call You

Where do you prefer to meet?                                     JCF Office     Home     WebEx

How would you like to receive most account documents:     Email         Mail