THE DAVIS FINANCIAL GROUP LLC

Financial Planning Engagement Checklist & Worksheet

To protect personal information, please do not email completed worksheets.

- [ ] Copies of recent pay stubs or income summary
- [ ] Social Security benefit statements
- [ ] Most recent Tax Return
- [ ] Completed Budget Worksheet (next page)
- [ ] Current statements all personal debt including credit cards, student & auto loans
- [ ] Checking, Savings & CD statements
- [ ] Most recent statements from each investment account
- [ ] Retirement plan statements
- [ ] Annuity statements
- [ ] Insurance policy statements (Life, Disability, Long Term Care)
- [ ] Copies of wills, trusts, POA’s
- [ ] If applicable details of trust distributions and family gifts

Names of financial, legal and tax advisors

Any other pertinent information to share with us?

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Real Estate

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Primary Residence

Property Address:

Purchase Year:

Purchase Amount:

Current Value:

Tax Basis:

Current Mortgage/Home Equity Statements

Name (edit columns as needed)				
Institution Name				
Loan Type (Mortgage, Home Equity Loan)				
Original Loan Amount				
Date of Loan				
Current Balance				
As of Date (Current Balance)				
Interest Rate				
Loan Terms (Years)				
Payment Frequency				
Repayment type (P&I or interest only)				
Monthly Payment (Principal & Interest only)				

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Income and Expenses

To protect personal information, please do not email completed worksheets.

Income

	Description	Current Annual Income	Annual Amount in Retirement	Notes
#1				
#2				
#3				
#4				

Expenses

	Current Annual Amount	Annual Amount in Retirement	**Notes:** (interest rate, number of payments, other descriptive information)
Alimony/Child Support			
Associations/Dues			
Auto Fuel			
Auto Maintenance			
Cable/Internet			
Charity			
Child Care/School			
Babysitting/Sports/Camps			
Clothing-Dry Cleaning			
Clothing-Purchases			
Country Club/Gym/Memberships			
Discretionary Exp. 1 ( )			
Discretionary Exp. 2 ( )			
Discretionary Exp. 3 ( )			
Discretionary Exp. 4 ( )			
Entertainment			
Food-Dining Out			
Food-Groceries			
Gifts			

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Income and Expenses

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Expenses (continued)

	Current Annual Amount	Annual Amount in Retirement	Notes: (interest rate, number of payments, other descriptive information)
Hobbies			
Home Furnishings			
Home Improvements			
Home Lawn/Maintenance/Trash			
Home Security			
Homeowner's Association			
Insurance - Automobile			
Insurance - Health			
Insurance – Homeowners/Renters			
Country Club/Gym/Memberships			
Maid Service/Nanny			
Medical-Dentists			
Medical-Doctors			
Medical-General			
Medical-Prescriptions			
Parking			
Personal Care			
Pet Care			
Professional Fees			
Rent			
Storage			
Subscriptions			
Taxes - Fed			
Taxes - Local			
Taxes - Property 1			
Taxes - Property 2			

Income and Expenses

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Expenses (continued)

	Current Annual Amount	Annual Amount in Retirement	**Notes:** (interest rate, number of payments, other descriptive information)
Telephone			
Travel - tolls/trains/bus/air			
Utilities – electric			
Utilities – gas/oil			
Utilities – cable/internet			
Utilities – solar			
Utilities – water/sewer			
Vacations			

Other/Explanations

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Thank You For Your Business!

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