

Starting Out Checklist

The **Starting Out Checklist** includes a list of items to be checked or consulted, and it contains an ordered array of items that have to do with the financial consequences of the events you are intending to pursue or act on.

We hope this checklist provides you with the initial guidance you need to successfully achieve your financial objectives.

Starting Out Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? <ul style="list-style-type: none"> • Income • Expenses • Assets • Liabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Savings and cash management	Yes	No	N/A
1. Have financial goals been discussed and prioritized? <ul style="list-style-type: none"> • Cash reserve for emergencies • Saving for down payment on home • Saving for other major expense (e.g., car, travel) • Saving for retirement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have saving and investment vehicles been established? <ul style="list-style-type: none"> • Savings account • Checking account • Money market account • Certificates of deposit • Mutual funds • Stocks • Bonds • Annuities • IRA • 401(k) or other retirement plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has making appropriate investment decisions been discussed? <ul style="list-style-type: none"> • Risk tolerance • Liquidity needs • Time horizon • Types of investments (e.g., income, growth) • Diversification • Tax consequences • Dollar cost averaging 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a budget been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is an appropriate financial record-keeping system being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Credit management

	Yes	No	N/A
1. Has good credit history been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have ways to maintain a good credit history been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has outstanding consumer debt (including interest rates) been listed? • Credit cards • Auto loans • Student loans • Mortgages • Other secured or unsecured loans or lines of credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have ways to reduce consumer debt been discussed? • Paying cash vs. using credit • Lowering interest rates on loans and credit cards • Consolidation of student loans • Debt consolidation loans • Use of home equity loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Insurance planning

	Yes	No	N/A
1. Have insurance needs been reviewed? • Health • Life • Disability • Auto • Homeowners/renters • Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is group coverage available from employer or other source? • Health • Life • Disability • Auto • Homeowners/renters • Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does insurance need to be purchased or upgraded? • Health (including short-term coverage) • Life • Disability • Auto • Homeowners/renters • Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Retirement planning	Yes	No	N/A
1. Have retirement income needs been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have retirement income sources been discussed? • Social Security • Pension • 401(k)s and other retirement plans • Personal savings (including IRAs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Estate planning	Yes	No	N/A
1. Is there a will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If so, was it drafted recently (i.e., within the last five years)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have durable powers of attorney been executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have health-care directives been executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Tax planning	Yes	No	N/A
1. Has appropriate income tax filing status been chosen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has proper income tax withholding amount been calculated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will estimated income tax payments need to be made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Is self-employment income a consideration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has personal deduction planning been explained? • Taking standard deduction vs. itemizing deduction • Timing of deductions • Limits on deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have relevant deductions and credits been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

IMPORTANT DISCLOSURES

Broadridge Investor Communication Solutions, Inc. does not provide investment, tax, legal, or retirement advice or recommendations. The information presented here is not specific to any individual's personal circumstances.

To the extent that this material concerns tax matters, it is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Each taxpayer should seek independent advice from a tax professional based on his or her individual circumstances.

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