



BOTKIN FAMILY
WEALTH MANAGEMENT

Annual Review Meeting Preparation Checklist

Please answer all questions that apply to you.

Names: _____ (Client #1), _____ (Client #2)

1. When would you like to retire?

Client #1 (month, year) _____

Client #2 (month, year) _____

Please show several possible scenarios:

2. What is your current 401(k)/403(b)/PSP balance, and how much are you and your employer saving in the plan?

	Client #1	Client #2
401(k)/403(b)/PSP	\$ _____	\$ _____
Your annual savings	\$ _____	\$ _____
Annual employer match	\$ _____	\$ _____

3. Will you/do you receive a pension? If yes, please provide details.

Client #1	Yes	No	Client #2	Yes	No
\$ _____	per month	at age _____	\$ _____	per month	at age _____
from this company: _____			from this company: _____		
100% survivorship for my spouse			100% survivorship for my spouse		
50% survivorship for my spouse			50% survivorship for my spouse		
No survivorship for my spouse			No survivorship for my spouse		

4. Please send us copies of your most recent social security benefits so we may include this in your retirement income analysis. Estimates can be found at www.ssa.gov/estimator. If you are already on social security, please list the before-tax social security income you're receiving.

Client #1 annual income: \$ _____	Client #2 annual income: \$ _____
Client #1 monthly ss: \$ _____	Client #2 monthly ss: \$ _____

5. If you are currently retired, tell us how you feel about your income.

- My income in retirement is just right.
- I receive more income than I currently need.
- I receive less income than I currently need.



6. Do your beneficiaries need updating? Yes No
7. Do you currently work with any of the following professionals?
 CPA/accountant _____
 Estate planning attorney _____

Mortgage

We can help you determine whether refinancing may save you money. If you have a mortgage, please provide the following information:

Value of your home: \$ _____
 Current mortgage balance: \$ _____
 Interest rate: \$ _____
 Number of years left: \$ _____
 Monthly P&I payment: \$ _____
 Home equity loan balance: \$ _____
 Interest rate: \$ _____

Insurance

One of the most important aspects of financial planning is ensuring your loved ones would be provided for in the event of your premature death. We can review your current life insurance policies. Please provide copies of your most recent life insurance statements, making sure face value is noted.

I would like to discuss long-term care insurance.

I would like to review the long-term care insurance policy I currently have. (Please provide statement.)

Outside accounts

Management of your total asset allocation is important, and it's important that we take into consideration your outside holdings when managing your portfolio at Botkin Family Wealth Management. Please provide statements of outside accounts, both for an allocation review and incorporation into your retirement savings and income analysis. Botkin Family Wealth Management does not provide specific investment advice about accounts not held at our firm, but we do use account balances in retirement income analyses.

Other items you would like to address during our meeting