

**CONFIDENTIAL PERSONAL DATA**

**PERSONAL & RELATIONSHIPS**

Name (1) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Where raised \_\_\_\_\_

Name (2) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Where raised \_\_\_\_\_

Date \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Home Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Home Address \_\_\_\_\_ Own/Rent \_\_\_\_\_

Cell phones, Pagers \_\_\_\_\_ Education level & where \_\_\_\_\_

How important are your relationships with these Schools? \_\_\_\_\_

Marital Status (formal & informal) \_\_\_\_\_ Chance of change \_\_\_\_\_% Date of Marriage / Last Divorce \_\_\_\_\_

How did you come to me? \_\_\_\_\_ Main motivation to do planning \_\_\_\_\_

Where are you at right now? \_\_\_\_\_

Where would you like to be? \_\_\_\_\_

What is the desired outcome of our work together? \_\_\_\_\_

What were your best & worst experiences with advisors like me? \_\_\_\_\_

What are your worst financial fears? \_\_\_\_\_

What's important about money to you? (1) \_\_\_\_\_

What's important about money to you? (2) \_\_\_\_\_

Is there anything more important than these? \_\_\_\_\_

Short-term Goals (next 2 years) \_\_\_\_\_

What % of your life would you say happens *by design* vs. by default? \_\_\_\_\_%/\_\_\_\_\_%

What values did your family have around money? \_\_\_\_\_

How have you applied these and others? \_\_\_\_\_

What are your top accomplishments? What would be the capstone of your life? (1) \_\_\_\_\_

What are your top accomplishments? What would be the capstone of your life? (2) \_\_\_\_\_

Your vision for the life you want \_\_\_\_\_

How are you spending your discretionary money? \_\_\_\_\_

Name all the people you financially care about, and their relationship to you. (Anyone not on this list need not inherit from you, nor be planned for at all.) \_\_\_\_\_

What do you want to do for the World at large? \_\_\_\_\_

Career & Work Plans, ideal job, happy now? \_\_\_\_\_

Why do you want to change to us? \_\_\_\_\_

Child (1) \_\_\_\_\_ DOB \_\_\_\_\_ Child (2) \_\_\_\_\_ DOB \_\_\_\_\_

Child (3) \_\_\_\_\_ DOB \_\_\_\_\_ Child (4) \_\_\_\_\_ DOB \_\_\_\_\_

Other children; Prior marriage children; More future children (when)? \_\_\_\_\_

Exceptions from Perfect Health; Special Needs; Anyone smoke? Suffer from an addiction? Been hospitalized?  
\_\_\_\_\_

Are you in counselling? Details \_\_\_\_\_

In view of your personal & family health histories and genetics, what future ill health should we prepare for?  
\_\_\_\_\_

Extended Family (1): Parents, siblings, etc.: Health & Financial status \_\_\_\_\_

Extended Family (2): Parents, siblings, etc.: Health & Financial status \_\_\_\_\_

What are some areas of financial disagreement in the nuclear / extended family, etc.? \_\_\_\_\_  
\_\_\_\_\_

When & where do you want to retire? What will you do in retirement? \_\_\_\_\_  
\_\_\_\_\_

How did you make your money? \_\_\_\_\_

Describe a great day for you! \_\_\_\_\_

Ideally, where would you like to be at 45? 55? 65? 75? 85? \_\_\_\_\_  
\_\_\_\_\_

What is your religious orientation? How devout are you? How important are your relationships with people associated with your religion? \_\_\_\_\_

What is your political orientation? How important is it to you? \_\_\_\_\_

Really important hobbies, including those you now have little time for \_\_\_\_\_

Any legal issues, potential, current, recent? \_\_\_\_\_

Would you call yourself an extrovert or introvert? \_/\_ Detail-oriented or big picture? \_/\_ Thinking or Feeling? \_/\_

Other ways to describe you \_\_\_\_\_

Pets? How important are they to you? \_\_\_\_\_

### **PREVIOUS FINANCIAL PLANNING; FEARS ABOUT FINANCIAL PLANNING; ADVISORS**

What financial planning so far? \_\_\_\_\_ Liked; Disliked \_\_\_\_\_

Major fears about using a financial planner: \_\_\_\_\_

Check those Fears that apply a fair amount or more: Admitting failure \_\_\_\_\_

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Lose Control? \_\_\_ Becoming Dependent \_\_\_ Losing Privacy \_\_\_ Losing Confidentiality \_\_\_  
 Opening can of worms \_\_\_ Feeling judged? \_\_\_ Previous bad experience \_\_\_\_\_  
 Expensive? \_\_\_ Waste of time & money \_\_\_ Might betray your trust \_\_\_ Might abandon you \_\_\_  
 What role should I play for you? \_\_\_\_\_  
 Accountant: (Who? does what? happy?) \_\_\_\_\_  
 Attorney: (Who? does what? happy?) \_\_\_\_\_  
 Investment Advisor: (Who? does what? happy?) \_\_\_\_\_  
 P & C Insurance Agent (Who? does what? happy?) \_\_\_\_\_  
 Life Insurance Agent (Who? does what? happy?) \_\_\_\_\_  
 Private Banker / Trust Officer (Who? does what? happy?) \_\_\_\_\_  
 Any one person whose advice you really respect? \_\_\_\_\_

**YOUR INCOME & INCOME TAX, WORK, CASH FLOW**

What are all your sources of income? \_\_\_\_\_  
 How do you Save or set aside money to Invest? \_\_\_\_\_ Change in next 3 years? \_\_\_\_\_  
 Employer (1) \_\_\_\_\_ Title \_\_\_\_\_ How long - Employer: \_\_\_ Function: \_\_\_  
 W2? \_\_\_ Job Secure \_\_\_% Work Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Base pay \$ \_\_\_\_\_/y; Bonus, etc. \$ \_\_\_\_\_/y (when? \_\_\_\_\_) Bus.paid exps \_\_\_\_\_ Pay Volatility \_\_\_%  
 Employer (2) \_\_\_\_\_ Title \_\_\_\_\_ How long - Employer: \_\_\_ Function: \_\_\_  
 W2? \_\_\_ Job Secure \_\_\_% Work Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Base pay \$ \_\_\_\_\_/y; Bonus, etc. \$ \_\_\_\_\_/y (when? \_\_\_\_\_) Bus.paid exps \_\_\_\_\_ Pay Volatility \_\_\_%  
 Other Jobs & Pay \_\_\_\_\_ Unearned Income \$ \_\_\_\_\_/y from \_\_\_\_\_  
 Last Year's Federal AGI \$ \_\_\_\_\_ Federal Income Tax \$ \_\_\_\_\_ State Income Tax \$ \_\_\_\_\_  
 Household Monthly Income (gross pay + unearned cash income) \$ \_\_\_\_\_  
 LESS Deductions from Pay on your paystubs \_\_\_\_\_  
 LESS 1/12 Annual Tax Owed (-Refund) on your 1040 + state return \_\_\_\_\_  
 EQUALS Net Monthly Income \_\_\_\_\_  
 LESS Living Expenses (including luxuries) per month \_\_\_\_\_  
 EQUALS Monthly Savings (excluding what you saved through payroll) \_\_\_\_\_

What Tax Strategies are you using, or contemplating? \_\_\_\_\_  
 Debts (who, type, balance, interest rate) \_\_\_\_\_

**PORTFOLIO**

Do you have an Investment Policy Statement(s)? \_\_\_ When was it last reviewed with you? \_\_\_\_\_

What is your Investment Philosophy? \_\_\_\_\_ Investment Strategy? \_\_\_\_\_

How are your Assets structured now? \_\_\_\_\_

Please supply most recent statements, etc. and cost basis and other information for the following:

How many do you have of each of (please provide statements for each):

IRA accounts? \_\_\_\_\_ 401k, 403b, 457, other Defined Contribution accounts? \_\_\_\_\_

Defined Benefit plans? \_\_\_\_\_ Non-Qualified (discriminatory) plans, e.g. Deferred Compensation? \_\_\_\_\_

Investment Properties? (Include net cashflow, mortgage balance & interest rate info:) \_\_\_\_\_

Closely-Held Businesses? \_\_\_\_\_ Liquid accounts @ banks, money markets,

CDs? \_\_\_\_\_ Stock & Bond accounts? \_\_\_\_\_ Mutual Funds? \_\_\_\_\_ Annuities? \_\_\_\_\_

Limited Partnerships? \_\_\_\_\_ 529, Minors' accounts? \_\_\_\_\_ Other investments? \_\_\_\_\_

Anyone owe you money? \_\_\_\_\_ Large tax refunds? \_\_\_\_\_ Collectors' Items for investment? \_\_\_\_\_

\_\_\_\_\_ Insured? \_\_\_\_\_

Inheritances expected (by whom? From whom? Net \$ amount? Approx. Timing) \_\_\_\_\_

**INSURANCE**

**Life, Disability, Long-Term Care**

<u>Category</u>	<u>Sub Category</u>	<u>On whom?</u>	<u>Company</u>	<u>Benefit</u>	<u>Annual Cost</u>	<u>Riders, choices</u>	<u>Beneficiary</u>

**Medical & Dental** \_\_\_\_\_

**Property & Casualty** (Personal, Business, Professional)

Category	On what?	Company	Benefits	Annual Costs

- Are you on a **Board**? (which?) \_\_\_\_\_ Do you have D&O insurance for this? \_\_\_\_\_

## ESTATE PLANNING

Main Goals for your Estate \_\_\_\_\_  
 \_\_\_\_\_

How are your non-retirement assets titled? \_\_\_\_\_

Anyone not a US citizen? \_\_\_\_\_

Residence: Owned/Rented. Value \$ \_\_\_\_\_ Mortgage Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ until \_\_\_\_\_

%rate \_\_\_\_\_ Cost Basis \$ \_\_\_\_\_

Cars \$ \_\_\_\_\_ Boat(s) \$ \_\_\_\_\_ Plane(s) \$ \_\_\_\_\_ Other Personal Assets \$ \_\_\_\_\_

Living Trust/Will? \_\_\_\_\_ Durable powers? \_\_\_\_\_ When last reviewed? \_\_\_\_\_ Main provisions \_\_\_\_\_

\_\_\_\_\_ Guardians for minors/disabled? \_\_\_\_\_ Trustees \_\_\_\_\_

Successors \_\_\_\_\_ Executors \_\_\_\_\_

Other Trusts \_\_\_\_\_

Other Asset Protection and Estate Planning Techniques used \_\_\_\_\_  
 \_\_\_\_\_

## GOALS

What average rates of **Inflation** should we assume: generally? \_\_\_%; college? \_\_\_%; long-term care? \_\_\_%; your future standard-of-living increases? \_\_\_%. My real Expenses will change in future as follows:

\_\_\_\_\_

(1) Please project your earnings to Financial Independence (year: \_\_\_\_\_). Use either (a) annual increase after inflation \_\_\_% per year; OR (b) average \$ \_\_\_\_\_ in today's \$; OR (c) ultimate \$ \_\_\_\_\_ in today's \$

OR \_\_\_\_\_

(2) Please project your earnings to Financial Independence (year: \_\_\_\_). Use either (a) annual increase after inflation \_\_\_\_% per year; OR (b) average \$\_\_\_\_\_ in today's \$; OR (c) ultimate \$\_\_\_\_\_ in today's \$  
OR \_\_\_\_\_

Until what age(s) would you expect to live? (allow longer to be more conservative) \_\_\_\_\_

On a scale of 1 (hardly) to 5 (extremely), how important are the following uses of your money?

Religious\_\_ Charitable\_\_ Financial Independence\_\_ Security\_\_ Reducing Debt\_\_ Long-Term Care\_\_  
LT Care for parents\_\_ Child Education\_\_ Renovate Home\_\_ Buy bigger Home\_\_ 2<sup>nd</sup> Home\_\_  
Buy Business\_\_ Building your Business\_\_ Building Emergency Fund\_\_ Help Family, etc.\_\_  
Accomplishments\_\_ "Toys"\_\_ More Travel\_\_ Legacies for: Kids\_\_ Grandkids\_\_ Community Needs\_\_  
Hobbies (what?\_\_\_\_\_)\_\_ Asset Protection\_\_ Worthy public purposes\_\_ Other\_\_\_\_\_

**Education Goals**

<u>Student</u>	<u>Birth Year</u>	<u>Education Level</u>	<u>Annual \$</u>	<u>From Year ...</u>	<u>To Year ...</u>

**Large Expense Goals**

<u>Goal</u>	<u>Lump Sum</u> \$	<u>Purchase</u> Year	<u>Annual \$</u>	<u>Until Year...</u>	<u>Finance</u> from....	<u>Remarks</u>	<u>Not if x dies?</u>

**Goals in Contingencies**

If (1) Dies, living costs would decline by a gross \$\_\_\_\_\_ monthly, but increase \$\_\_\_\_\_ for extra childcare, housekeeping and health insurance. Final Expenses at Death: say \$30K each, or \_\_\_\_\_.

If (2) Dies, living costs would decline by a gross \$\_\_\_\_\_ monthly, but increase \$\_\_\_\_\_ for extra childcare, housekeeping and health insurance. Final Expenses at Death: say \$30K each, or \_\_\_\_\_.

If Both die, would children's guardians need \$ from your estate (a) initially? \$ \_\_\_\_\_ (b) monthly? \$ \_\_\_\_\_

Other large outlays at Death (e.g. mortgage payoff, estate tax court cases, bequests) \_\_\_\_\_

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Your income goals in Disability \_\_\_\_\_.

How much can the following suffer in Disability – (a) your lifelong standard of living? - \_\_\_% (b) education funds - \_\_\_% (c) your retirement funds - \_\_\_% (c) your estate - \_\_\_%

Your goals for Long-Term care: Quality of facility, expressed in cost \$ \_\_\_\_\_/day. Stay at home as long as possible, up to a cost of \$ \_\_\_\_\_/day. (My default values: \$250/day for each.)

### **Investment Goals**

Please rank the following in order: **Investing well -**

\_\_\_ allows me to take good care of my family; \_\_\_ means Freedom; \_\_\_ gives me Power; \_\_\_ gets me Respect; \_\_\_ lets me accumulate more and more; \_\_\_ is Exciting; \_\_\_ is Scary; \_\_\_ is My Own business; \_\_\_ other \_\_\_\_\_

Risk Tolerance (1 conservative to 5 aggressive) \_\_\_\_\_ What single investment most resembles the number(s) you chose? \_\_\_\_\_

How much of your portfolio would you risk losing, if necessary to achieve your goals? \_\_\_\_\_% or \$ \_\_\_\_\_

By when do you need your money back intact? During Retirement \_\_\_ At Death only \_\_\_ Sooner \_\_\_ (when?)

Will you need regular distributions from your investments? If yes, give details below:

a) Starting \_\_\_\_\_ (date) through \_\_\_\_\_, will need \$ \_\_\_\_\_ per \_\_\_\_\_. Remarks \_\_\_\_\_

b) Starting \_\_\_\_\_ (date) through \_\_\_\_\_, will need \$ \_\_\_\_\_ per \_\_\_\_\_. Remarks \_\_\_\_\_

What's the longest market decline you could stomach without losing heart and exiting? \_\_\_\_\_ years.

What Return do you want /need from your portfolio as a whole? \_\_\_% specific parts? \_\_\_\_\_%

How Volatile can your portfolio comfortably be? Any \_\_\_\_\_ > Market \_\_\_\_\_ = Market \_\_\_\_\_ < Market \_\_\_\_\_ Very Little \_\_\_\_\_ None \_\_\_\_\_.

How much must you set aside for Emergencies? \$ \_\_\_\_\_

Any types of investments you do not like? \_\_\_\_\_

### **CONCLUDING**

What is the most important thing to you in this world? \_\_\_\_\_

Any major changes soon (personal, work, ...)? \_\_\_\_\_

What were your Best and Worst financial moves? \_\_\_\_\_

What are you willing to do differently around money? \_\_\_\_\_

Questions I should have asked, but didn't (and their answers) \_\_\_\_\_

***In personal financial planning, people typically have four main goals: (a) Accumulating money for specific spending GOALS; (b) Saving for Financial INDEPENDENCE / retirement; (c) Protection in DEATH; (d) Protection in Ill HEALTH and Frailty. Theory says to rank the Protection needs foremost, with Ill-Health ranking ahead of Death because of the extra cost and probability and likely sooner onset; as contingencies may happen before you can build up enough to self-insure. Then comes Financial Independence, a core goal. Finally come the spending goals. But what's your ranking?***

Do you prefer a Comprehensive Financial Plan? A Plan for each Specific Issue? No plan, just examining specific areas like investments or insurance? \_\_\_\_\_

If the Plan does not work initially, I would most rather [rank these]: Retire later \_\_\_ Work harder for more money \_\_\_ Change career (s)\_\_\_ Spend less monthly \_\_\_ Reduce/Eliminate the goal of \_\_\_\_\_

Take more risk with portfolio, for more return \_\_\_ Tie up investments for less liquidity but save tax \_\_\_

## **TO DO**