A **Financial Planning** Workbook
for Clients

Financial planning data and information requests

MML Investors Services, LLC

Name ______________________________

Name ______________________________

Advisor ______________________________

Date ______________________________

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This workbook is designed to assist you with the gathering of financial data and documents necessary for the development of your financial plan. Additional information could be requested based on the complexity or unique situation that may exist.

Document check list
(Please supply the following documents, if available, at our next meeting)

Personal Documents:

- ☐ Personal financial statement
- ☐ Wills
- ☐ Trusts
- ☐ Marital property agreements
- ☐ Power of attorney for financial matters
- ☐ Health care power of attorney
- ☐ Living will
- ☐ Life insurance policies and most recent policy statement
- ☐ Disability insurance policies
- ☐ Long term care insurance policies
- ☐ Income tax returns for last two years
- ☐ Most recent profit sharing, 401(k), 403(b), 457, pension plan or any other retirement plan statements
- ☐ Any governmental retirement plan statement or projection
- ☐ Copy of employee benefit booklet
- ☐ Investment statements – brokerage, mutual funds, IRA's, etc.
- ☐ Annuity contracts and most recent statements
- ☐ Property agreements
- ☐ Pre-nuptial agreements if in place
- ☐ Dissolution of marriage agreements
- ☐ Personal liabilities (mortgage, credit cards, installment, auto, margin, etc.)
- ☐ Any other documents you believe would be helpful

If You Have a Business:

- ☐ Business financial statements, 2 years
- ☐ Business tax returns, 2 years (if available)
- ☐ Stockholders agreements
- ☐ Benefit plan books
- ☐ Profit sharing, pension, stock option plans
- ☐ Corporate investment statements
- ☐ Corporate or business owned life insurance policies and recent statement(s)
- ☐ Corporate disability insurance policies
- ☐ Corporate loan agreements
- ☐ Executive benefit agreements (split dollar, deferred compensation, etc.)
- ☐ Any other documents you believe would be helpful

Personal Budget

	Monthly	Annual
Housing		
Mortgage		
Community Dues		
Electricity/Gas		
Water		
Trash Pickup		
Cell Phone		
Telephone		
Cable/Satellite TV		
Security System		
Pool Service		
Lawn Service		
Maid Service		
Maintenance		
Property Taxes		
Other		
TOTAL		
Child Care		
Support Payments		
Daycare		
Sports Activities		
General Activities		
Other		
TOTAL		

Personal Budget

	Monthly	Annual
Transportation		
Loan/Lease		
Gas		
Maintenance		
Plates/Inspection		
Other		
TOTAL		
Food/Beverages		
Groceries		
Household Supplies		
Beverages		
Other		
TOTAL		
Clothing		
Adults		
Children		
TOTAL		
Furnishings		
Inside		
Outside		
TOTAL		
Medical/Dental/Prescriptions		
Vision		
Copays		
Deductible		
Medication/Vitamins		
Other		
TOTAL		

Personal Budget

	Monthly	Annual
Personal Care and Cash		
Dry Cleaning		
Hair/Nails/Other		
Cosmetics		
Shoe Shine		
Massage		
Health Club		
Other		
TOTAL		
Education/Self-Improvement		
Private School/College		
Classes		
Hobbies		
Association Fees		
Other		
TOTAL		
Installment Debt Payments		
Student Loans		
Credit Cards		
Rental Property/Mortgage		
Other		
TOTAL		

Personal Budget

	Monthly	Annual
Entertainment		
Dining Out		
Sports Tickets		
Theater Tickets		
Golf, etc.		
Movies/Videos		
Clubs		
Other		
TOTAL		
Vacations and Holidays		
Travel Tickets		
Hotels		
Food		
Entertainment		
Auto		
Other		
TOTAL		
Charitable Contributions		
TOTAL		
Reinvested Dividends/Distributions		
TOTAL		

Personal Budget

	Monthly	Annual
Gifts		
Holidays		
Birthdays		
Weddings		
Other		
TOTAL		
Pets		
Food		
Veterinarian		
Other		
TOTAL		
Miscellaneous		
Support/Alimony		
Personal Computer		
Other		
TOTAL		
Life Insurance		
Policy 1		
Policy 2		
Policy 3		
Policy 4		
TOTAL		
Long-term Care Insurance		
Policy 1		
Policy 2		
TOTAL		

	Monthly	Annual
General Insurance		
Liability Insurance		
Homeowner's Insurance		
Medical Insurance		
Auto Insurance		
Other		
TOTAL		
Other		

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Financial planning services offered through investment advisor representatives of MML Investors Services, LLC 1295 State Street, Springfield, MA 01111.

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