Financial Planning Checklist

To help us better understand your current situation and prepare a customized financial plan, please provide any applicable personal and business information.

Financial or Lifestyle Goal

- ☐ Retirement or other goal

Personal/Family

- ☐ Ages of family members
- ☐ Monthly expenses (cost of living)
- ☐ Education Savings Plan
- ☐ Current will, power of attorney, and personal directive
- ☐ Any health issues/concerns

Personal Assets

Include ownership & amount

- ☐ Chequing account
- ☐ Savings account
- ☐ All real estate holdings

Liabilities

Include ownership, amount, interest rate and if insured for death

- ☐ Mortgages
- ☐ Lines of credit
- ☐ Other loans or credit card balances

Financial or Lifestyle Goal

Retirement/Employer Plans

- ☐ Profit sharing plan
- ☐ Stock option plan
- ☐ Employee stock ownership plan
- ☐ Employer sponsored pension plan statement (defined benefit or defined contribution)
- ☐ Service Canada Statement of CPP Contributions

Investments

Registered and non-registered plans from all institutions, include adjusted cost base (ACB) if known

- ☐ Bonds
- ☐ Stocks
- ☐ Mutual funds
- ☐ Alternative investments

Insurance

Include when coverage expires

- ☐ Current life insurance policy and beneficiary
- ☐ Critical illness insurance
- ☐ Disability insurance
- ☐ Corporate owned insurance
- ☐ Professional liability insurance
- ☐ Emergency funds
- ☐ Other income sources

Corporate/Business

(if applicable)

- ☐ Organizational structure
- ☐ Current financial statements
- ☐ Buy/sell agreements

Taxes/Earnings

- ☐ Last year's income tax notice of assessment
- ☐ Unused RRSP & TFSA contribution room

Other relevant documentation

- ☐ Any upcoming major purchases or expenditures