

Annual Review Meeting Agenda

Update client information

- _____ Address/phone/email changes
- _____ Sale of a home, business, major asset transfer
- _____ Family changes - marriages, divorces, births, deaths
- _____ Career changes
- _____ Client health concerns

Review of Economic/Political Events

- _____ Retirement/Estate/Tax legislation
- _____ Inflation/interest rate adjustments

Debt Management

- _____ Compare interest rates on home loans and consider refinancing
- _____ Consolidate student loans
- _____ Assess level of debt and implement a plan to reduce it

Investments

- _____ Revisit risk tolerance
- _____ Review entire portfolio and identify gaps
- _____ Examine performance of each investment
- _____ Adjust asset allocation as needed

Financial Planning Issues by Age

- _____ Age 50: Make catch-up contributions to IRAs
- _____ Age 55: Consider 401(k) distributions
- _____ Age 59½: Eligible for distributions from IRAs without penalties
- _____ Age 62-70: Apply for Social Security benefits
- _____ Age 65: Apply for Medicare
- _____ Age 70½: Start taking required minimum distributions from IRAs

Retirement Planning

- _____ Health savings accounts, pension plans, IRAs, small business plans
- _____ Post-retirement lifestyle
- _____ Current income/adjustments

Insurance Needs

- _____ Health/disability/life/auto

Long-Term Care

- _____ Review needs of family members
- _____ Purchase LTC insurance or devise a plan to self-insure

Education Planning

- _____ Calculate how much children will need for college
- _____ Establish a plan for disciplined saving
- _____ Open a suitable account (529, Coverdell, UGMA)

Estate Planning

- _____ Review all beneficiary designations

Action Items

- _____ Do you have any questions for me?
- _____ What are your goals? How am I doing?
- _____ Create a savings plan that lists goals, timetable for achieving them, and amount of savings necessary to reach them