

PREPARING FOR YOUR MEETING

Take a few moments to prepare for our meeting...

- ☐ Complete the “Financial Organizer”
Found on the next two pages
- ☐ Gather detailed statements with the specific holdings listed:
 - Bank Account Statements
 - ☐ Savings and Checking Accounts
 - ☐ Money Markets
 - ☐ CDs
 - Investment Account Statements – These include:
 - ☐ Mutual Funds and Stock
 - ☐ Treasury Bonds, Corporate Bonds & Municipal Bonds
 - ☐ Stock Purchase Plans
 - Retirement Plans
 - ☐ IRA Accounts (Rollover, Traditional, Roth)
 - ☐ Current 401(k) Plan and Investment Choices
 - ☐ Old 401(k) Statements
 - ☐ Social Security Statements (Monthly Income Projection)
 - ☐ Pension Details
 - ☐ Profit Sharing Plans, TSA, or 403(b) Statements
 - ☐ Insurance or Annuity Policy Information
- Do you own any stocks in Stock Certificate form?
 - ☐ If so, please gather the information

Please email or fax the completed financial organizer and above items to: 925-254-2550.

We look forward to speaking with you soon!

FINANCIAL ORGANIZER

Date _____

Please be sure to include your detailed account statements.

MY INFORMATION

Name _____

Address _____

Cell Phone _____

Home Phone _____

Work Phone _____

Home/Work Fax _____

Email _____

Social Security Number _____

Your Date of Birth _____

U.S. Citizen ☐ Yes ☐ No

Marital Status _____ Dependents _____

Employer's Name _____

Employer's Address _____

Job Title _____

Employed Since (Year) _____

Stock Market Experience (List the year you started)

Stocks _____ Bonds _____ Options _____

SPOUSE/PARTNER/OTHER

Name _____

Address _____

Cell Phone _____

Home Phone _____

Work Phone _____

Home/Work Fax _____

Email _____

Social Security Number _____

Your Date of Birth _____

U.S. Citizen ☐ Yes ☐ No

Marital Status _____ Dependents _____

Employer's Name _____

Employer's Address _____

Job Title _____

Employed Since (Year) _____

Stock Market Experience (List the year you started)

Stocks _____ Bonds _____ Options _____

CHILDREN

	Name	Date of Birth	If under 18, list SSN
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Any relations financially dependent upon you (i.e. parents, grandparents, etc.)? ☐ Yes ☐ No

FINANCIAL OBJECTIVES – Your goals or areas of concern

☐ Increased Income Now

☐ Retirement Income

☐ Income Tax Reduction

☐ Build College Funds

☐ Build Net Worth

☐ Other

Your Biggest Fear or Concern: _____

Additional Comments: _____

REAL ESTATE

Present Value of Home \$ _____

Mortgage Balance Due \$ _____

Equity in Home (Value less Mortgage) \$ _____

Other Real Estate \$ _____

Mortgage Balance Due \$ _____

Equity in Home (Value less Mortgage) \$ _____

Type of Mortgage _____

Current Interest Rate _____

Type of Mortgage _____

Current Interest Rate _____

RETIREMENT DETAILS

☐ I am retired. Retired since: _____

Who was your former employer? _____ Job Title _____

☐ I plan to retire in _____ years. I save \$ _____ a month toward retirement.

SOURCES OF RETIREMENT INCOME (IF APPLICABLE)

Social Security \$ _____/Month

Spouse/Partner \$ _____/Month

Pension \$ _____/Month

Spouse/Partner \$ _____/Month

Other \$ _____/Month

Spouse/Partner \$ _____/Month

CURRENT INCOME & EXPENSES

Annual Earned Income \$ _____

Annual Spouse/Partner's Earned Income \$ _____ Monthly Expenses (Estimate) \$ _____/Month

Other Income:

Taxable Investment Income \$ _____

Non-Taxable Income \$ _____

ESTATE INFORMATION

Do you have a Will?

☐ Self

☐ Spouse/Partner

Do you have a Trust?

☐ Self

☐ Spouse/Partner

LIFE INSURANCE

Company	Type	Face Amount	Cash Value	Annual Premium
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MY PROFESSIONAL CONTACTS

CPA _____

Address _____ Phone # _____

Attorney _____

Address _____ Phone # _____

DEBTS

Type of Loan	Amount Owed	Interest Rate
_____	_____	_____
_____	_____	_____

ADDITIONAL COMMENTS/NOTES

*Thank you for taking the time to fill in this confidential financial worksheet.
Keep a copy for your own records and update it regularly.*

THE BACH GROUP AT MORGAN STANLEY

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