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	$________	Other Real Estate	$________
Mortgage Balance Due	$________	Mortgage Balance Due	$________
Equity in Home (Value less Mortgage)	$________	Equity in Home (Value less Mortgage)	$________
Type of Mortgage	________	Type of Mortgage	________
Current Interest Rate	________	Current Interest Rate	________

☐ 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

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

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