

PERSONAL BUSINESS AFFAIRS CHECKUP

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The below listed items are intended to help you review and evaluate your general legal, financial and insurance matters on an ongoing basis. The purpose of ongoing reviews is to assess your current status and to coordinate and plan for the future. The list should not be considered legal advice and is not intended to be all inclusive as each individual's specific needs will vary.

MONTHLY

Financial Planning

- Review income/expenses to identify revenue and spending habits
- Review short term monetary goals
- Project yearly income/expenses/Budget
- Review investment portfolio/funding for investments
- Review asset allocation/diversification/investment philosophy

Tax Planning

- Review and update tax record keeping
- Review ongoing tax liability to project year end tax status

Real Estate Ownership

- Review your mortgage rate versus current rates
- Review and inspect physical property for defects/damage/repairs
- Review all operating systems (heat, air, etc.)

SEMI-ANNUALLY:

Credit Reports

- Order/review credit reports to verify accuracy/ID Theft
- Review credit reports for credit rating score

Tax Planning

- Review tax liability to project year end tax status

Financial Planning

- Review mid and long term financial/retirement goals/funding
- Review educational needs/funding for family members

Estate Planning

- Review short, mid and long term estate planning goals/funding
- Review Last Will and Testament/Medical Directives/Powers of Attorney
- Review distribution of estate/intent of your directives/estate beneficiaries

Bank Accounts

- Review banking needs
- Review account fees/costs/minimum balances
- Review interest rates

Safe Deposit Box Contents

- Review contents to verify accuracy
- Prepare list of items kept in safe box

Communications/Technology

- Review phone, cell phone, long distance plans, computers/Internet plans
- Review fees/costs associated with plans
- Review interaction of all plans to verify needs met

Real Estate Ownership

- Review energy (heat/electric) costs
- Review alternate energy options

ANNUALLY:

Tax Planning

- Review tax return/make withholding adjustments

Automobile Insurance Policies

- Review coverage and limits
- Review deductibles

Homeowners Insurance Policy

- Review coverage and limits
- Review deductibles
- Photograph/Videotape home and possessions

Umbrella/Rider Policies

- Review coverage and limits
- Review deductibles

Medical Insurance Policy

- Review coverage and limits
- Review deductibles

Dental/Vision Insurance Policies

- Review coverage and limits
- Review deductibles

Disability Insurance Policy

- Review coverage and limits
- Review deductibles

Life Insurance Policies

- Review listed beneficiaries
- Review coverage
- Review for policy limitations

Credit Cards

- Review credit limits
- Review finance charge rates
- Review annual fees