Personal Financial Organizer (PFO) Customized Example Tabs & Checklist

This document outlines how an advisory team customizes their own version of the PFO tabs and what is contained within it:

Cash Flow Planning

WHAT WE CAN PROVIDE YOU:

- ☐ Cash flow planning advice and solutions.
- ☐ Cash flow projections.
- ☐ An annual net worth statement.

IMPORTANT INFORMATION:

- ☐ Summary of saving and checking.
- ☐ Accounts.
- ☐ Mortgage statement.
- ☐ Summary of personal loans and/or line of credit.
- ☐ Summary of credit cards.
- ☐ Other (specify): ____________________

IMPORTANT DATES:

- ☐ Significant Cash-In Flow: ____________________
- ☐ Significant Cash-Out Flow: ____________________
- ☐ Mortgage Renewal Date: ____________________
- ☐ Mortgage-Free Date: ____________________
- ☐ Other (specify): ____________________

Tax Planning

WHAT WE CAN PROVIDE YOU:

- ☐ Tax planning advice and solutions.
- ☐ The opportunity to work collaboratively with your Certified Public Accountant (CPA).
- ☐ An introduction to a CPA is you need one.

IMPORTANT INFORMATION:

- ☐ Tax summaries from the previous two years.
- ☐ Current property tax assessment.
- ☐ Details or documents regarding holding companies or limited partnerships.
- ☐ Other (specify): ______________________________

IMPORTANT DATES:

- ☐ April 15: personal tax return deadline.
- ☐ December of the same tax year: tax loss selling must happen before this month.
- ☐ Fiscal year-end for business owners.
- ☐ Other (specify): ______________________________

Retirement Planning

WHAT WE CAN PROVIDE YOU:

- ☐ Retirement planning advice and solutions.
- ☐ Pre-retirement projections.
- ☐ Post-retirement projections.

IMPORTANT INFORMATION:

- ☐ Retirement pension plan statements (private and public pensions).
- ☐ Employer's retirement plan.
- ☐ Summary of all types of retirement accounts.
- ☐ Summary of annuity contracts.
- ☐ Social security annual benefits statement.
- ☐ Other (specify): ______________________________

IMPORTANT DATES:

- ☐ Six months before you qualify for age- based benefits.
- ☐ The year you plan to retire: ______________________________
- ☐ Other (specify): ______________________________

Investment Planning

WHAT WE CAN PROVIDE YOU:

- ☐ Comprehensive investment advice and solutions.
- ☐ An assessment of your current asset allocations.
- ☐ An investment policy statement.
- ☐ An overview of our investment strategies and projections in relation to your goals.

IMPORTANT INFORMATION:

- ☐ Summary of investment accounts and holdings.
- ☐ Summary of trust companies.
- ☐ Summary of stock/bond certificates.
- ☐ Other (specify): ______________________

IMPORTANT DATES:

- ☐ Specific dates related to stock options.
- ☐ Dates of investments that are tied to specific holding periods.
- ☐ Other (specify): ______________________

Family Security

WHAT WE CAN PROVIDE YOU:

- ☐ Family security advice and solutions.
- ☐ Life insurance solutions.
- ☐ Disability, extended care, or critical illness solutions.
- ☐ The opportunity to work collaboratively with your Insurance Agent.
- ☐ An introduction to an Insurance Agent if you need one.

IMPORTANT INFORMATION:

- ☐ Health insurance policy and travel insurance details and documents.
- ☐ Life insurance policy.
- ☐ Disability insurance policy.
- ☐ Critical illness or long-term care insurance policy.
- ☐ Other (specify): ____________________

IMPORTANT DATES:

- ☐ Insurance renewal dates:
- ☐ Other (specify): ____________________

Caring for Others

WHAT WE CAN PROVIDE YOU:

- ☐ Caring-for-others advice and solutions.
- ☐ Educational savings projections.
- ☐ Long-term health and care cost projections.

IMPORTANT INFORMATION:

- ☐ Summary of education savings.
- ☐ Summary of expected educational bursaries or scholarships.
- ☐ Documents and details pertaining to long-term health and care of others.
- ☐ Other (specify): ______________________

IMPORTANT DATES:

- ☐ Expected start date for the first year of college: ______________________
- ☐ Expected start date for full-time caregiving: ______________________
- ☐ Other (specify): ______________________

Your Legacy

WHAT WE CAN PROVIDE YOU:

- ☐ Personal estate planning advice and solutions.
- ☐ Personal estate planning projections.
- ☐ Beneficiary reviews.
- ☐ An estate planning checklist.
- ☐ The opportunity to work collaboratively with your Attorney.
- ☐ An introduction to an Attorney if you need one.

IMPORTANT INFORMATION:

- ☐ A current copy of your will.
- ☐ A current copy of your power of attorney.
- ☐ A current copy of your enduring power of attorney.
- ☐ Trust documentation and details.
- ☐ A copy of the deed(s) to your property.
- ☐ Other (specify): ______________________________

IMPORTANT DATES:

- ☐ Other (specify): ______________________________

Business Planning & Succession

WHAT WE CAN PROVIDE YOU:

- ☐ Business estate planning advice and solutions.
- ☐ Corporate insurance solutions.
- ☐ The opportunity to work collaboratively with your Business Planning Specialist.
- ☐ An introduction to a Business Planning Specialist if you need one.

IMPORTANT INFORMATION:

- ☐ Partnership agreements.
- ☐ Documents of incorporation.
- ☐ Corporate insurance policy.
- ☐ Buy-sell agreements.
- ☐ Life insurance policy.
- ☐ Other (specify): ______________________________

IMPORTANT DATES:

- ☐ Expected date for business succession: ______________________________
- ☐ Other (specify): ______________________________