

Financial Planning Documents Checklist

A complete checklist may include all or some of the following documents:

ITEM	DETAILS
List of all assets including original cost and estimated current value <ul style="list-style-type: none"> • home • cottage • investment properties • vehicles, motorhomes, etc. 	
Most recent investment statements for all accounts - trust companies, brokers (including do-it-yourself on-line brokerages), investment companies, and banks for <ul style="list-style-type: none"> • RRSPs • Non-registered • LIRAs • RESPs • TFSAs • In-Trust For • CSBs (Canada Savings Bonds) 	
Liabilities - most recent statements or information regarding <ul style="list-style-type: none"> • all credit cards • lines of credit • loans • leases 	
Notice of Tax Assessment from last year (from Revenue Canada)	
Your Home / Mortgage <ul style="list-style-type: none"> • date purchased, purchase price, original mortgage amount • most recent mortgage statement including mortgage rate, date of original mortgage • most recent property tax statement (current year or previous year) 	
Personal and Living Expenses <ul style="list-style-type: none"> • including groceries, utilities, gas, travel, property taxes, car insurance, fuel, clothing, entertainment, clothing, etc. 	

INSIGHTFUL ➤ INTIMATE ➤ INFORMATIVE ➤ INSPIRED

Financial Planning Documents Checklist

ITEM	DETAILS
Employment <ul style="list-style-type: none"> one month's worth of paystubs to get an accurate picture of your net pay pension statement from employer (ensure it covers early retirement options, bridging, survivor benefits, etc.) government pension statement (CPP) any insurance or disability policies offered through your employer including details such as term, monthly/annual premiums, coverage, etc. company benefits statement 	
Life Insurance <ul style="list-style-type: none"> bring a copy of all policies in effect. If not available, bring details including insurance company name, policy number, beneficiary, term, coverage, expiry date, monthly/annual premiums, the original date the policy was created 	
Disability Insurance <ul style="list-style-type: none"> bring a copy of all policies in effect. If not available, bring details including insurance company name, policy number, beneficiary, term, coverage, expiry date, monthly/annual premiums, the original date the policy was created 	
Your Will <ul style="list-style-type: none"> date of most current Will and details, any and all updates Lawyer's name and contact information (address, ph # etc.) 	
Power of Attorney (for personal care and for property) <ul style="list-style-type: none"> date of all POAs and details Lawyer's name and contact information (address, ph # etc.) 	
Other Legal Documents (ie: trust documents, etc.)	
Miscellaneous <ul style="list-style-type: none"> any substantial travel plans? estimated cost and date will you be replacing your vehicle(s) within the next five years? any major renovation plans? home purchase? 	
Any other pertinent financial information that could affect the outcome of your retirement plan?	
Other	
Other	

INSIGHTFUL ➤ INTIMATE ➤ INFORMATIVE ➤ INSPIRED

Financial Planning Documents Checklist

ITEM	DETAILS
CORPORATIONS ONLY (if applicable) <ul style="list-style-type: none"> • most recent financial statement • list of business assets (land, equipment, buildings, etc.) • list of liabilities (loan balances, payment amounts, etc.) 	
Other	

Notes: _____

Name: _____

Date: _____

The more information that you can provide us with, the more accurate we will be in capturing your current financial snapshot and creating a comprehensive plan for you/your family.

All information is held strictly confidential and will only be used to identify opportunities, potential issues, and recommended solutions. We'll help you determine your family's needs and guide you in choosing the most appropriate plan for a secure future.

INSIGHTFUL ➤ INTIMATE ➤ INFORMATIVE ➤ INSPIRED



Christine LaLiberté, CIM, FCSI, Senior Investment Advisor,
 Director, Private Client Group, DWM Securities Inc.
 309 - 5455 152nd Street, Surrey, B.C. V3S 5A5
 T. 604-575-6911 claliberte@dundeewealth.com
www.insightfulwealthsolutions.com

