.When a loved one passes away:

Your Guide

**The first things to do: Name:**\_\_\_\_\_\_\_\_\_\_\_\_ **Date completed: \_\_\_\_\_\_\_\_\_\_\_**

* At time of death, call the appropriate authorities (hospice or emergency services)
* Alert family, friends, and employer if employed
* Arrange for temporary care of any minor children or dependents
* Arrange for immediate pet care, if necessary
* Contact funeral home

**Important contacts:**

**Family members:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estate Planning Attorney:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wealth Advisor**:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insurance Agent:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer**:

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beneficiaries:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Passwords:**

Computer: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safe Deposit Box: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iPhone: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iPad: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Introduction**

This is an extremely difficult time and the future may seem uncertain but we cannot stress enough that we are here to help you every step of the way.

Over the years, we have helped numerous people with the loss of a loved one. This packet was designed to help prepare you financially by getting your finances in order and to be sure that you are not missing anything important. Often in times of transition, you are faced with many emotions and these emotions can take over. It is important to separate your emotions from your finances. We are here to help you make sound decisions and to take away that feeling of panic. Our goal is to help you remain calm and organized. Important things can easily be overlooked in a crisis and we are here with resources and advice so that does not happen.

At Prosperwell Financial, our mission is to coach, mentor and inspire you to achieve financial independence and happiness and we would love to help you with your investing and financial planning. We can help you:

1. Develop your balance sheet (a list of all your assets and liabilities).
2. Establish your budget.
3. Help you get a financial plan in place.
4. Transfer accounts and assets into your name.
5. Help you with your own legacy planning.

In addition to helping you during this transition, we are here to help you with any of the following:

* A complimentary asset allocation review of any investments. You can send us your investment account statements and we will give you an analysis and our opinion at no cost.
* Analyzing your insurance such as Life, Disability and Long-Term Care Insurance. We can review your current policies or get you quotes for a new policy. We can also help you analyze the proper amount of insurance.
* Send us your Social Security statement for a Social Security Analysis.
* Establishing a college savings account for your child or grandchild.
* Setting up a 401(k), Simple IRA or SEP IRA for your business.
* Review your old 401(k) and possibly consolidate your accounts so it makes it easier to manage your money.

If you have any questions about the information in this packet, would like a second opinion on your investments or would like to start planning for your future, please call us at 763-231-9510 or reach out via our website at [www.prosperwell.com](http://www.prosperwell.com).

Sincerely,

Nicole N. Middendorf, CDFA

CEO, Prosperwell Financial

Wealth Advisor, RJFS

**You lost your life partner, now what?**

Losing your life partner can feel like the end of the world. It can feel overwhelming. You feel all alone. There are so many emotions. Things to figure out. Things to understand. One of those things can be finances.

Maybe you never handled the finances. Maybe you have no idea how you sit financially. It can feel overwhelming. The most important thing is to take one day at a time. To deal with your emotions first. The money will take care of itself. The first thing is to get settled and take an assessment of your financial situation. The goal is to not make any major changes or decisions for a few months. The first step can be to focus on these three things:

1. Take an assessment. Write down all your assets and all your liabilities. The goal is get a good understanding of your financial situation. You will want to know where you are sitting financially so you know where you stand. You want to know can you stay in the house; can you meet your expenses every month, what does your financial situation look like? But with all of this information no decisions should be made quickly or lightly.
2. Get a budget. Get a financial plan. A budget is a plan for spending and saving money. By tracking the money that comes in and goes out every month, you can quickly see areas where you can make simple changes for overall success. Try using an app on your phone. By snapping photos of receipts or using the budgeting tools your bank offers, you will be well on the way to saving towards your future. You also want to make sure you have a financial plan. It is important to have a financial plan in place so you can realize the foundation you are laying for your financial future and where it is imperative to have a Wealth Advisor help you. You can find a develop your budget in this workbook.
3. Live your plan. The plan should be do nothing or make no major financial decision for at least six months. The goal is to feel settled. To deal with your emotions. You want to make decisions when you are in the right frame of mind. So, give yourself some time to live and get information and a plan so you can live your plan.

**Initial Task Survivor List**

* Compile/submit the information needed to finalize the death certificate of the deceased. Funeral homes often assist with completing the document
* Review or complete funeral wishes and arrangements (keep all receipts for possible reimbursement)
* Remove any valuables form the decedent’s home, secure the residence, and take steps to make the home appear occupied (for example, use of lamp timers)
* If the decedents home is unoccupied, discontinue unnecessary utilities and home services. You should also stop newspapers, cable, internet etc.
* Forward mail at the post office
* Notify religious, fraternal, and civic organizations of the deceased. Also contact the decedents employer to determine:
	+ Outstanding compensation due
	+ Whether surviving dependents are still eligible for health insurance benefits
	+ Life insurance policies through employer
	+ Retirement accounts
* Cancel any prescriptions
* Contact social security administration and other agencies such as pensions, annuities, VA benefits, etc.. that may have been making payments to the deceased. If the decedent was your spouse, inquire about your eligibility for new benefits.

**Checklist for Widows… What To Do First**

Complete the checklist items that apply to you and your situation. Take time to consult with the appropriate professionals for assistance and guidance. This checklist is only a preliminary guide and is not intended to be a comprehensive list of things to consider. You first want to gather all your important documents and do a few things immediately. Later in this packet are things to do but, you want to take things slow and in phases.

**Gather important documents**

* Will/Trust
* Death certificate (make 10-20 copies), marriage certificate, deceased spouse’s birth certificate
* Health insurance policy
* Pull all your documents from your safe deposit box
* Details of all assets and any debts such as:
	+ Insurance policies, property deeds, financial accounts, statements, auto titles, retirement plans
* Tax returns
* Bills (mail and electronic, may need to check email)
* Important contacts, trusted professionals
* Phone and devices that hold important documents and information
* Social Security survivor benefits
* Legacy Packet

**Contact:**

* Strategic Partners:Grief counselor, family counselor, estate attorney (licensed in deceased state of residence), health and wellness specialists, tax professional, appraiser
* Social Security office at 800-772-1213: Be ready with the Social Security numbers for you, your spouse, and any dependent children
* Your spouse’s employer and any former employers: Request information about your spouse’s retirement plan and any other death benefits
* Your employer
* Estate executor and estate attorney, CPA, and others on the contact info page
* Wealth Advisor visit: set an appointment to go over your plan

**Action:**

* Don’t forget to breathe
* Cancel all credit cards in your spouse’s name
* Review health care coverage, stop deceased spouse’s health insurance and continue coverage for yourself and dependents
* Change the registration on any bills in your spouse’s name, set to autopay
* Update beneficiaries, tax withholding, and other information
* Close joint accounts and transfer all into your name ( Your wealth advisor can help you with this)
* Visualize the future, put one foot in front of the other

**Important Contact Information**

**Department of veteran’s affairs:**

**1-800-827-1000**

[**www.vba.va.gov/VBA**](http://www.vba.va.gov/VBA)

**Social Security Administration:**

**1-800-772-1213**

[**https://www.ssa.gov/planners/survivors/ifyou.html**](https://www.ssa.gov/planners/survivors/ifyou.html)

**Credit Reporting agencies:**

**Equifax:**

**1-800-685-1111**

[**www.equifax.com**](http://www.equifax.com)

**TransUnion:**

**1-800-888-4213**

[**www.TransUnion.com**](http://www.TransUnion.com)

**Experian:**

**1-888-397-3742**

[**www.experian.com**](http://www.experian.com)

**Finalization of Death Certificate**

Write in your information in the blanks below

**First, Middle, and Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maiden Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Death \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Spouse’s First and Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place of Birth (City and State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budgeting and Cash Flow**

Budgeting. That dreaded word. Most of the American population does not have a budget. Budgeting is not fun but something that I believe is extremely important. When you have a budget, you spend money on the things you truly need and want. You spend money consciously and truly where you want your money to go.

Do you often wonder where all your money goes? Having a budget and tracking where your money goes can be very beneficial to achieving your financial goals. We often do not realize how all of the little things add up. A coffee here and a dinner there all add up and take away from money you could be saving. Have you ever had a $20, $50, or $100 bill in your pocket and a couple days (or hours) later it is gone and you don’t have anything to show for it? Tracking what you spend for a month or couple of weeks could be an eye-opening experience. You might see some things that you don’t necessarily need and could eliminate from your monthly expenses. All those little amounts combined could be saved and put toward achieving your financial goals for the future. So, this month try to track your spending and see if you need everything you buy.

There is truly a difference between a want and a need. You want to really stop and ponder before you buy something and determine if it is a want or a need. We have a budget worksheet that we have developed over the years to help you with your budget. The easiest way is to take this budget worksheet and to start from today forward and truly write down everything you spend.

The pages that follow is our budget worksheet. The best way to do this is to set a timer for 15 minutes and work on it for 15 minutes at a time. Having a budget is imperative to help you plan your future.

**Budget Worksheet**

***Expenses:***

 **Living Expenses:**

 Mortgage/Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Heloc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2nd Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Investment Prop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Property Taxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Condo Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dining Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lunch at Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Groceries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bedding/Linens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pet Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Maintenance Expenses:**

 Furniture: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Interior Repairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 House Cleaning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Decorating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lawn Mowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landscaper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Snow Blowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Furnace Filters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garbage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water Softener Salt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tree Trimming: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spring/Fall Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House Painting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gardening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plumber: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irrigation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pest Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Expenses:**

 Clothing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hosiery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shoes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Haircuts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beauty Salon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jewelry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beauty Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Massage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manicure/Pedicure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alterations/Repairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dry Cleaning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spousal Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Utilities:**

 Electricity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cable TV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Long Distance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Voicemail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSL/Internet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sewer/Septic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firewood: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation:**

Car Loan/Lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Gas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Car Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vehicle Tabs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Car Washes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Oil Changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Repairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bus Pass: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bikes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Car Savings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical:**

 Doctor Visits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Health Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Eyeglasses/contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Medications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Medicare Supplements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LTC Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Life Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Disability Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vitamins: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Non-Reimbursable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recreation:**

 Hobbies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relaxation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sport Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vacation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Theatre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sports Events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Movies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Entertainment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Entertaining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Boat Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Boat Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Watercraft Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Watercraft Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pool Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Memberships:**

 AAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Golf Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sam’s Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Costco: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Golf League: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bowling League: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Leagues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Health/Fitness Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fish/Hunt Licenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Union Dues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Debit/Credit Cards:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Savings:**

 401k/457/403b: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Roth/Traditional IRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Deferred Comp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Liquid Money: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VUL Insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Annuity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Spending Money: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 529/Ed IRA/UTMA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous:**

 School Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Paper/copies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Laundry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cards/Gifts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Donations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cigarettes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Alcohol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Magazines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Books: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Accountant Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Financial Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Income Taxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Safe Deposit Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Newspapers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agent Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Promotion Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kids Expenses:**

 Clothing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shoes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lunch Money: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Personal Supplies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Haircuts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Babysitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nanny: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Child Support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Day Care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Diapers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Diaper Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Medical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Summer Camp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lessons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parenting Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTALS:**

Total Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income minus Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance Sheet**

This will help you gather a list of everything you own and everything you owe.

**Assets Total**

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Real Estate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Real Estate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automobile #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automobile #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Boat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retirement Accounts

Roth IRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Traditional IRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEP IRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

401(k): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

403 (b): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

457 Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pension Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Differed Compensation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Retirement Accounts

Investment Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investment Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Savings Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Savings Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checking Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checking Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Assets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Assets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Assets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Assets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Liabilities**

Real Estate Mortgage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auto Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Liabilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Liabilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Liabilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Liabilities** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Net worth (Assets minus Liabilities)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retirement Information**

1. Retirement plans at work. You have a few different options for your 401(k) plan. A 401(k) is a retirement savings plan sponsored by your employer. It lets you save and invest a piece of your paycheck before taxes are taken out. Taxes are not paid until the money is withdrawn from the account. The names can be different such as a 401(b), 457 and 401(k). The difference between these accounts is based on where you work. If you work as a school teacher, nurse or at a non-profit organization you probably have a 403(b) plan. If you work for the federal government you may have a 457. If you work for a public or privately held company, you may have a 401(k) plan.
	1. Pension – This is where you receive a set sum of money every month once you retire, until you pass away. It is important to look at your pension plans and be aware of them. You can see if you have a missing pension plan at www.pbgc.gov. The range of specific benefits owed to each individual is vast. Some are owed as little as $1, others as much as $172,000 pension officials said. The average benefit owed is about $3,000. If you leave a company and have a pension or a 401(k) this is a reason to take these accounts and roll them to an IRA in your own name so you have control.
	2. ESOP - An ESOP is an employee stock ownership plan where you can purchase the stock of the company you work for usually at a 10, 12 or 15 percent discount. These plans allow you to buy stock of the company you work for at a less expensive price per share than the general public.
	3. Stock Options - Stock options are simply the right to buy a stock at a certain price at a point in time. So, let’s say you work for a company and they give you 100 stock options of ABC Company at $10. That gives you the ability to buy 100 shares of ABC Company at $10 a share. Then let’s say right now ABC Company is trading at $30 a share. That means you can buy 100 shares of ABC Company at $10 and immediately turn around and sell them for the current stock price (in our example, $30). That means you made $20 on each share of stock. But remember, stock options may expire at a certain date so don't forget to use them before they expire. Where stock options do get more complicated is with their tax treatment. Some stock options are taxed as ordinary income and some are taxed as capital gains, depending on whether they are statutory or not.
2. Old Retirement Plans. A plan participant leaving an employer typically has four options (and may engage in a combination of these options):
	* + 1. Keep it where it is. If your account balance is above $5,000, you may decide to keep the 401(k) plan with your former employer. You won’t be able to keep contributing to the plan, but the invested money could grow over time.
			2. Cash Out. Take the money as cash. The downsideof this option is that you’ll paystate and federal income taxes, including a 10 percentpenalty tax if you’re under age 59 ½,and you will put your future retirementneeds at risk.
			3. Roll it over to an IRA. There are no penalties for a direct rollover to an Individual Retirement Account. This is a great option if you would like to consolidate your accounts as well as have more options for investing.
			4. Roll it to your new employer’s plan. Once you find a new job, you may be able to roll the funds from your old plan into your new company’s plan.
3. IRA’S – Individual Retirement Account that is set up where you can purchase investments and hold them within the account. Eventually the money in that account can be withdrawn to provide income in retirement. Currently, you are able to contribute $6,500 a year into your IRA and if you are over 50 years of age, you can contribute $7,500 each year.
	1. Roth IRA – Contributions are made post-tax dollars, meaning you can’t deduct them from your taxable income. The payoff of contributing to a Roth is that in retirement your withdrawals are not taxed at all. However, there are income limits to this type of IRA.
	2. Traditional IRA – The money you contribute may be deductible from your taxes for the year.

Contributions to a Traditional IRA may be tax-deductible depending on the taxpayer’s income, tax-filing status, and other factors. Withdrawal of pre-tax contributions and/or earnings will be subject to ordinary income tax and, if taken prior to age 59 ½, may be subject to a 10% federal tax penalty.

Unless certain criteria are met, Roth IRA owners must be 59 ½ or older and have held the IRA for five years before tax-free withdrawals are permitted.

**Insurance and Protection Planning**

1. Make sure you have adequate protection:
	1. Health Insurance
	2. Insurance for car, home, valuables
	3. Umbrella insurance policy
	4. Disability Insurance
2. Based on your situation, determine the type of insurance that is needed and if you are able to keep from your employer.
	1. Life Insurance – This policy is a contract with an insurance company. In exchange for premium payments, the insurance company provides a lump-sum payment, known as a death benefit, to beneficiaries upon your death. There are two types of Life Insurance you can get. Term Life Insurance, which covers you for a fixed period of time, for example, 10, 20 or 30 years. Whole Life Insurance covers you until you die. It also provides a cash-value account that you can tap for funds later in life.
	2. Long Term Care Insurance – This is designed to cover long-term services and support, including personal and custodial care in a variety of settings such as your home or facility to assist with activities such as bathing, dressing or eating.
	3. Disability Insurance – This type of insurance pays some or all of your salary if you become disabled and unable to work.
	4. Umbrella Insurance – This is extra liability insurance. This type of policy is designed to help protect you from major claims and lawsuits and as a result it helps protect your assets and your future.
3. Protecting your assets is doing estate planning such as setting up a health care directive, durable power of attorney and a will or a trust. Protecting your assets doesn't just help you but also those who are your beneficiaries. If you need a referral to an Estate Planning Attorney, please contact us at 763-231-9510.
	1. Will – A written document that indicates how your property will be distributed at the time of your death. It is revocable and subject to amendment at any time during your lifetime. It also allows you to appoint a guardian for your minor children.
	2. Living Trust – This provides lifetime and after-death property management. If you are serving as your own trustee, the trust instrument will provide a successor upon your death or incapacity. Court intervention is not required. These are used to manage property.
	3. Health Care Directive – Specifies what actions should be taken for your health if you are no longer able to make decisions for yourself.
	4. Durable Power of Attorney - You can designate a durable power of attorney for your financial affairs. As with a health care proxy, a durable power of attorney can specify how you want your financial affairs dealt with in case you become disabled or suffer a serious illness and designates someone who can make any financial decisions on your behalf. A big advantage of this “financial proxy” is that it can help prevent your loved ones from having to go to court to request guardianship over your financial affairs if you become incapacitated. This arrangement can also give the person the ability to pay your debts, manage investment transactions and even make charitable gifts that could help reduce your estate taxes.

Raymond James and its advisors do not offer tax or legal advice. You should discuss any tax or legal matters with the appropriate professional.

**Within the First Month Checklist**

**Immediate Concerns:**

Were written wishes of the deceased reviewed? Yes No N/A

Has a funeral home/funeral director been engaged? Yes No N/A

Is the funeral service organized? Yes No N/A

Have burial, interment, or cremation arrangements been made? Yes No N/A

Has the obituary been drafted and sent in? Yes No N/A

Are funeral expense payment arrangements complete? Yes No N/A

Is the deceased was a business owner, have provisions been

made for the short-term continuation of the business? Yes No N/A

Have the following documents been located for the settlement?:

* Life Insurance Yes No N/A
* Annuity / IRA Yes No N/A
* Notify OPM if civil Service Yes No N/A
* Life Insurance through credit cards and loan accounts Yes No N/A
* DD214 Discharge Certificate (if separated or retired military) Yes No N/A
* Divorce decrees (if applicable) Yes No N/A
* Prenuptial and postnuptial documents Yes No N/A
* Naturalization papers Yes No N/A
* Adoption and/or custody documents Yes No N/A
* Deeds and title documents Yes No N/A
* Stock certificates Yes No N/A
* Bearer bonds Yes No N/A
* Bank and retirement account statements Yes No N/A
* Loan paperwork Yes No N/A
* Last 4 years of income tax returns (Form 1040 and source documents)

 Yes No N/A

* All gift tax returns filed during life (Form 709 and attachments)

 Yes No N/A

**Insurance Considerations:**

* 1. Have claims been filed with insurance companies?
		+ Individual Life Insurance
		+ Group Life Insurance
		+ Employer-based Life Insurance
		+ Accidental Death and Dismemberment
		+ Travel Insurance
		+ Mortgage Life Insurance
		+ Credit Life Insurance
	2. Have surviving spouse’s insurance needs been re-evaluated?
		+ Life Insurance
		+ Health Insurance
		+ Disability Insurance
		+ Homeowners Insurance
		+ Auto Insurance
		+ Liability Insurance
		+ Long-term Care Insurance
	3. Have beneficiary designations been reviewed and changed as appropriate?

**Claim or notify agencies for other benefits.**

* + Social Security survivor’s benefits
	+ Social Security death benefits
	+ Federal Employee benefits
	+ Civil Service benefits
	+ State Government Employee benefits
	+ Military benefits
	+ Deceased Spouse Employee benefits
	+ Qualified Retirement Plan benefits

**Within the Second Month Checklist**

**Retirement Planning Concerns**

* Have retirement planning needs been re-evaluated?
* Have beneficiary designations for existing IRAs and retirement plan been updated as appropriate?
* Run a credit report and notify all 3 credit reporting agencies (Equifax, Experian, and TransUnion) of the death.
* File any outstanding claims for health insurance or Medicare
* Remove loved one from marketing and mailing lists
* Contact the Department of Motor Vehicles to cancel driver’s license and transfer titales of all registered vehicles
* Notify the Registrar of Voters

**Settling the Estate**

* + Have the executor/administrator, trustee(s), guardians, and heirs been contacted?
	+ Has an attorney and/or other advisor(s) been contacted?
	+ Have the appropriate records been gathered?
	+ Is probate necessary?
	+ Has a Taxpayer Identification Number (TIN) been obtained?
	+ Have creditors been notified?
	+ Have other institutions been notified?
	+ Have assets been distributed to heirs?
	+ Have appropriate tax returns been filed

**Surviving Spouse’s Estate Planning Concerns**

* + Is there an updated will?
	+ Have advanced medical directives been prepared?
	+ Have letters of instruction been prepared?
	+ Does plan for estate tax need to be reviewed?

**Tax Planning Concerns**

* + Has a tax advisor been contacted?
	+ Has a change in filing status been evaluated?
	+ Have the tax consequences of making gifts been considered?
	+ Has surviving spouse inherited retirement plan assets (income in respect for decedent)?

**Reassessing the Financial Situation**

* 1. Have joined owned assets been retitled?
		+ Real Estate
		+ Vehicles
		+ Investments
		+ Bank Accounts
	2. Have other financial goals/needs been reviewed?
		+ Readjustment period
		+ Emergency Fun
		+ College
		+ Other Purchases

**Trusted Contact List**

**Estate Attorney: Mortgage Broker:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Attorney: Property and Casualty Insurance Agent:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Real Estate Attorney:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CPA:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wealth Advisor:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Insurance Agent:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Banker:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conclusion**

*“Never underestimate the power you have to take your life in a new direction” – Germany Kent*

At Prosperwell Financial, we believe that life is not just about money, but instead it is about doing things that truly make you happy and living your life to the fullest. I know right now happiness and your future may be difficult to think about. Our mission is to coach, mentor and inspire you to achieve financial independence and happiness. We would love the opportunity to work with you to help you achieve your goals, work towards what makes you happy and help you live your very best life.

If you are interested in meeting with one of our Wealth Advisors to help you get started on investing or to get a second opinion on your investments, we would be happy to offer you a complimentary consultation. You can call our office at 763-231-9510 to schedule.