



## Financial Organizer

Use this document to provide information your Wealth Advisors need to create your financial plan.

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For information on how we keep your information safe, please visit our privacy policy and other disclosure documents at: <https://soundstewardship.com/disclosures/>.

## PART 1

This part of the Financial Organizer is usually completed before an **Initial Consultation** to provide your Wealth Advisor with an overview of your financial life.

### Contact Information

Please list contact information for client and co-client, if applicable:

Name	Email Address	Phone Number	Street Address
			<i>Leave blank if same as above</i>

### Household Income

Please input any income information. This includes but is not limited to salary, commissions, self-employment income, Social Security, pensions, annuities, etc:

Client Name	Job Title & Employer	Annual Amount	Paycheck Frequency	Expected Annual Increase

**Annual Savings**

Please include your current and planned savings, such as contributions to a 401(k), taxable account, IRA, Roth IRA, HSA, 529, etc:

Savings Description	Annual Contribution	Employer Match %	Pretax or Roth?

**Additional Notes on Income and Savings**

### Financial Accounts

Please list all accounts and current balances for financial assets such as checking, savings, investments, taxable, retirement plans, 401(k)/403(b)/457(b), IRAs, stocks, life insurance cash value education, minors' accounts, businesses, etc:

Account Description	Institution Name	Owner (client name, joint, etc)	Current Value

### Real Estate Assets

If you own any real estate property such as a primary home, vacation home, or investment property, please provide the details below. Also, this is where you would input if you are currently renting:

Property Name	Address	Purchase Year	Purchase Price	Current Value
<i>Primary Home</i>				

### Lifestyle Assets

List any personal property such as a automobiles, motorcycles, boats, trailers, collectibles, or other tangible assets:

Asset Name	Year/Make/Model	Active Loan? (enter details under Debt)	Purchase Price	Current Value

**Debt & Lines of Credit**

List any debt information on credit cards, mortgages, auto loans, home equity lines of credit, student loans, and other debts:

Debt Name & Lender	Year Acquired	Original Amount	Interest Rate	Loan Term	Total Monthly Payment	Balance

**Additional Notes on Assets or Debts**

## Net Worth Estimate

Below is an automatically calculated estimate of your net worth. To make adjustments here, add/remove/modify assets or debts in the tables above:

Type	Current Value
Financial Accounts (Auto calculates from page 4)	
Real Estate Assets (Auto calculates from page 5)	
Lifestyle Assets (Auto calculates from page 5)	
Other (i.e. Business Assets) *Please explain in Additional Notes*	
Debts (Auto calculates from page 6)	
<b>Total Net Worth Estimate</b>	

## Additional Notes on Net Worth

## PART 2

This part of the Financial Organizer is usually completed before a **Data Gathering Session** to provide your Wealth Advisor with greater details on your personal situation.

### Document List

Please provide the following documents (ask our team for a link to upload files securely):

Assets	
	Current Bank Account Statements
	Current Investment Account Statements - Balance & Holdings
	Current Retirement Account Statements (401k, 403b, etc.) - Balance & Holdings
	List of Investment Choices Offered for Retirement Accounts
	Current Annuity Statements
	Current Statement for Education Account(s) (529, Coverdell ESA, UTMA, etc.)
	Current Market Value of Business(es) Owned

  

Liabilities	
	Current Mortgage(s) and/or Home Equity Line of Credit Statement
	Current Credit Card Statements
	Current Consumer Loans (Auto, Personal, Student, etc.) Statements

  

Insurance (Group and Personal Policies)	
	Current Statements or Policy Summary or Confirmation of Benefits

  

Beneficiaries	
	Beneficiary Election for each Investment Account, Retirement Plan, and Insurance Policy



## Document List (continued)

### Estate Plan

Current Estate Plan Documents (Will, Powers of Attorney, Trust, etc.)
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### Cash Flow

Copy of Last 2 Paystubs from each Employer
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Itemized List of Monthly and/or Annual Expenses
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### Taxes

Copy of Last 2 Federal and State Tax Returns
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### Social Security

Current Social Security Statement
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## Additional Notes on Requested Documents

**Family Profile**

Please list yourself along with any other family members that you want to be included in the financial plan, such as co-client, children, grandchildren, etc:

Full Name	Date of Birth	Relationship	State of Residence

**Additional Notes on Family Profile**

## Household Spending

Please provide average living expenses as well as other expenses including medical, alimony, etc. Living expenses should reflect your average monthly expenses prior to retirement, exclusive of any other expenses you have entered such as mortgages, debts, or, insurance payments.

Spending Habits	Explanation
What is your monthly living expense amount before retirement?	
What is your estimated increase in annual expenses each year?	
Who tracks your household income & expenses?	
What system do you use to track?	

Please provide a spending report from your tracking system or fill out the spending table below.

Expense	Monthly Amount	Expense	Monthly Amount	Expense	Monthly Amount
Mortgage Payment		Dining Out		Gifts	
Property Taxes		Charitable Giving		Travel	
Home Maintenance		Education		Fees & Charges	
Bills & Utilities		Entertainment		Misc (explain below)	
Insurance (home/auto/etc)		Kids		Debt	
Auto & Transport		Health & Fitness		Fees & Charges	
Groceries		Shopping		<b>TOTAL</b>	

## Additional Notes on Spending

**Insurance**

Please include insurance policies such as life insurance, disability insurance, long-term care, etc:

Policy Description	Insured	Benefit Amount	Annual Premium	Cash Value

**Additional Notes on Insurance**

## PART 3

This part of the Financial Organizer is usually completed before a **Data Gathering Session** to provide your Wealth Advisor with greater insight on your goals and objectives.

### Retirement Goals

When would you like to retire?

Goal Description		
Desired Retirement Age		
Maximum Retirement Age		
Anticipated Life Expectancy (95 will be used if left blank)		
Desired Monthly Household Spending in Retirement (After-Tax)		

### Additional Notes on Retirement Goals

## Other Financial Goals

Please list any financial goals you may have such as vacations, funding education, future property purchases, weddings, car purchases, etc.

Goal Description	Goal Detail
Any major purchases?	
Travel Goals?	
Education Funding?	
Charitable Giving?	
Debt Reduction?	
Plans to Purchase Property?	
Wedding Funding?	
Future Relocation?	
Inheritance?	
Other?	

## Additional Notes on Financial Goals

## Trusted Professionals

Please list any of your trusted professionals and indicate if we are able to contact them as needed.

Type	Name	Company	Contact Info	Can we contact?
CPA or other tax professional				
Estate Attorney				
Other Attorney				
Insurance Broker				

## Additional Notes on Trusted Professionals

Thank you completing this Financial Organizer! Ask a team member for a link to securely upload your information.