



NAME		DATE	
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CONFIDENTIAL QUESTIONNAIRE

At Birchwood, we believe that clarification of a person's goals needs to take place early in the financial planning process. Clearly stated goals help to crystallize the financial objectives you are working to achieve.

This questionnaire covers topics and issues that will begin the process towards realizing your goals. We hope this questionnaire will initiate thought and/or conversation. If you are coming to Birchwood as a couple, we suggest each of you participate in the completion of this questionnaire together.

If completing the form is helpful for you, please do so in advance of our meeting.

FINANCIAL PLANNER RELATIONSHIP

- ◆ Have you ever worked with a financial planner before? What was your experience like?

- ◆ What would you like to accomplish through working with us?

- ◆ What are the keys to making this relationship successful for you?

- ◆ What is your earliest childhood memory when it comes to money?

- ◆ What do you feel are your largest financial strengths and weaknesses?

- ♦ Are you happy with your life from a financial perspective? If not, why?
- ♦ What does “financial independence” mean to you?

GOALS

- ♦ What are your most important financial priorities and concerns?
- ♦ What are your short-term goals (1-5 years)?
- ♦ What are your long-term goals (6+ years)?
- ♦ Do you plan to assist your children, grandchildren or parents financially? If so, how much assistance do you envision needing to provide and for how long?
- ♦ Aside from retirement, what are some of your other goals, needs, wants and wishes?

WORK, CASH FLOW & DEBT

- ♦ Are you currently employed or self-employed? If so, what do you do?
- ♦ Would you describe yourself as a spender or a saver?
- ♦ What is your current income? Do you envision any major changes within 5-years?

- ♦ Do you track your spending with a budget or any other tools? If not, is this a concern?
- ♦ What does your current debt situation look like (mortgages, credit cards, student loans, etc.)?
- ♦ Do you feel as though you are short, breakeven, or have excess cash flow on a monthly basis after all of your household expenses are paid?
- ♦ Do you anticipate any changes in your net worth over the following time periods (inheritance, major purchases, family support, etc.)?
 - Over the next 5-years:
 - Over the next 10-years:
 - Beyond 10-years:

PLANNING FOR RETIREMENT

- ♦ At what age would you like to retire?
- ♦ Do you envision doing any paid work during your “retirement years”? If so, what do you envision doing, earning and for how long?
- ♦ Have you given any thought to how much money you will need/want on a monthly basis during your retirement years (after-tax)?
- ♦ Are you eligible for a pension or other retirement income, besides Social Security?
- ♦ Do you envision being in your current home throughout your retirement years or will you be living somewhere else?
- ♦ What are your biggest fears surrounding retirement?

INVESTMENT PORTFOLIO CONSIDERATIONS

- ◆ Do you currently manage your own investment portfolio? How have your investment decisions been made in the past?
- ◆ How would you rate your knowledge when it comes to investing (1-none vs. 5-expert)?
- ◆ What is the best investment you have ever made and why?
- ◆ What is the worst investment you have ever made and why?
- ◆ Do you hold any investments that you would be reluctant to sell?
- ◆ Some investors feel that particular investments, sectors or economic areas are inappropriate when it comes to inclusion in a portfolio (i.e. legal, moral, religious, etc.). Do you have any particular investment restrictions or prohibitions? If so, what areas do you wish to avoid?
- ◆ Roughly 25% of Birchwood's clients are engaged in a Sustainable, Responsible, Impact (SRI) investment strategy. Is this something you are interested in (or in learning about)?

INSURANCE

- ◆ Do you have individual and/or family coverage for the following:
☐ Medical ☐ Life ☐ Long Term Care ☐ Disability ☐ Umbrella
- ◆ Are you eligible for a Health Savings Account (H.S.A.)?
- ◆ How have you made insurance decisions in the past?
- ◆ To your knowledge, are there any holes in your insurance coverage?

ESTATE PLANNING

- ◆ Have you done your estate planning with an attorney (includes a will, health care directive and power of attorney documents)? If so, has your estate planning been updated within the last 5-10 years?
- ◆ Do you have Revocable Living Trusts and/or Irrevocable Trusts?
- ◆ Is it important that you pass on assets to family or charitable organizations?

ADDITIONAL FINANCIAL PLANNING INFORMATION

- ◆ Is there anything we haven't asked for that you feel would be appropriate to share with us?



DATA GATHERING CHECKLIST

Accurate data is required in order to produce a comprehensive financial plan. To assist in the gathering of this data, we ask that you please provide us with the information outlined below.

Feel free to upload this data in advance of our meeting by utilizing our secure ShareFile vault: [To share files securely – click here.](#)

- ☐ Tax Returns (Federal and State) – most recent 2 years.
- ☐ Paystubs – most recent 2
- ☐ Investment Account Statements – full statements for all accounts, including cash reserve balances.
- ☐ Other Assets – real estate, cabins, businesses, etc. Also include debt/liabilities.
- ☐ Liabilities – all debt and loan balances, including terms and payment amounts.
- ☐ Social Security Statements – Online: <https://www.ssa.gov/prepare/plan-retirement>
- ☐ Pension or Other Retirement Income Statements & Summaries.
- ☐ Budget – if you have one.
- ☐ Employee Group Benefits & Handbook(s)
- ☐ Individually Owned & Employer Provided Insurance – life, disability, long term care. If applicable, please provide cash value associated with permanent life insurance.
- ☐ Estate Planning Documents – Wills, Trusts, Powers of Attorney and Health Care Directives.
- ☐ Any other records, documents or agreements that have a bearing on your current and future financial situation.