

Client Intake and Net Worth Worksheet

This worksheet gathers the pieces we need to build an accurate picture of your net worth, cash flow, protection, and goals. Fill in what you know and leave the rest blank. We will work through the gaps together. Estimates are fine, round numbers are welcome, and statements can be attached instead of copied by hand.

PREPARED FOR

DATE

01 Household and Contact

CLIENT FULL NAME

DATE OF BIRTH

SPOUSE OR PARTNER FULL NAME

DATE OF BIRTH

EMAIL

MOBILE PHONE

MAILING ADDRESS

CLIENT EMPLOYER AND OCCUPATION

TARGET RETIREMENT AGE

SPOUSE EMPLOYER AND OCCUPATION

TARGET RETIREMENT AGE

MARITAL STATUS

☐ Single

☐ Married

☐ Partnered

☐ Divorced

☐ Widowed

DEPENDENT OR CHILD NAME	RELATIONSHIP	DATE OF BIRTH	LIVES AT HOME (Y/N)	SUPPORT ENDS



02 Assets: Cash and Taxable Investments

Owner: C = Client, S = Spouse, J = Joint, T = Trust. Value as of the most recent statement.

ACCOUNT DESCRIPTION	TYPE	INSTITUTION OR CUSTODIAN	OWNER	CURRENT VALUE	ANNUAL ADDITIONS
SUBTOTAL CASH AND TAXABLE					

03 Assets: Retirement and Tax Advantaged

Include employer plans, IRAs, Roth accounts, HSAs, and pension lump sum values.

ACCOUNT DESCRIPTION	PLAN TYPE	INSTITUTION	OWNER	CURRENT VALUE	ANNUAL CONTRIB.
SUBTOTAL RETIREMENT					

EMPLOYER MATCH FORMULA (CLIENT)

EMPLOYER MATCH FORMULA (SPOUSE)

OUTSTANDING LOANS AGAINST ANY PLAN

PENSION: MONTHLY BENEFIT AND START AGE

04 Assets: Education and Custodial

BENEFICIARY	ACCOUNT TYPE (529, UTMA, COVERDELL)	INSTITUTION	CURRENT VALUE	MONTHLY SAVINGS
SUBTOTAL EDUCATION				

05 Assets: Real Estate, Business, and Other

PROPERTY OR ASSET	USE (PRIMARY, SECOND, RENTAL, LAND)	OWNER	PURCHASE PRICE	ESTIMATED VALUE
SUBTOTAL REAL ESTATE				

BUSINESS INTEREST	ENTITY TYPE	OWNERSHIP %	ESTIMATED VALUE	ANNUAL DISTRIB.
SUBTOTAL BUSINESS				

OTHER ASSET (ANNUITY, CASH VALUE LIFE, NOTE, COLLECTIBLE, CRYPTO, VEHICLE)	OWNER	CURRENT VALUE
SUBTOTAL OTHER ASSETS		

06 Liabilities

Include mortgages, home equity lines, auto loans, student loans, credit cards, business debt, and personal loans.

DEBT DESCRIPTION	LENDER	OWNER	BALANCE	RATE %	MONTHLY PAYMENT	PAYOFF DATE

TOTAL LIABILITIES

NET WORTH

Total assets minus total liabilities. We will calculate this with you.

07 Income and Cash Flow

INCOME SOURCE	WHOSE	AMOUNT	FREQUENCY	EXPECTED CHANGE OR END DATE

TOTAL GROSS INCOME

ESTIMATED MONTHLY LIVING EXPENSES

ESTIMATED ANNUAL TAXES PAID

MONTHLY AMOUNT SAVED OUTSIDE OF PAYROLL

CASH RESERVE YOU WANT TO KEEP ON HAND

ANY LARGE EXPENSE EXPECTED IN THE NEXT 24 MONTHS

SOCIAL SECURITY

- ☐ Estimate obtained from ssa.gov
- ☐ Already claiming
- ☐ Not yet reviewed

08 Insurance and Protection

Policy types: term life, permanent life, disability, long term care, umbrella liability, health, property.

POLICY TYPE	CARRIER	INSURED	COVERAGE AMOUNT	ANNUAL PREMIUM	BENEFICIARY

COVERAGE YOU WOULD LIKE REVIEWED

☐ Life ☐ Disability ☐ Long term care ☐ Umbrella ☐ Health ☐ Property

09 Estate and Beneficiaries

DOCUMENT	IN PLACE (Y/N)	DATE SIGNED	ATTORNEY OR SOURCE	LOCATION OF ORIGINAL

Documents to list: will, revocable trust, irrevocable trust, financial power of attorney, healthcare directive, guardianship designation.

ACCOUNTS WHERE BENEFICIARIES MAY BE OUT OF DATE, OR BENEFICIARIES YOU WANT TO CHANGE

10 Goals and Priorities

GOAL	TARGET DATE OR AGE	AMOUNT NEEDED	PRIORITY (1 TO 5)

Common goals: retirement income, education funding, home purchase or remodel, travel, business exit, care for a family member, charitable giving, legacy.

IN YOUR OWN WORDS, WHAT WOULD MAKE THE NEXT FIVE YEARS FEEL SUCCESSFUL?

WHAT WORRIES YOU MOST ABOUT MONEY RIGHT NOW?

11 Other Professionals

ROLE	NAME	FIRM	PHONE OR EMAIL	COORDINATE? (Y/N)

Roles: CPA or tax preparer, attorney, insurance agent, prior advisor, banker, business partner.

ANYTHING ELSE WE SHOULD KNOW

12 Helpful Documents to Attach

Attaching a statement is faster than copying numbers by hand. Bring or send what you have.

CHECK WHAT YOU ARE INCLUDING

- ☐ Recent investment statements
- ☐ Retirement plan statements
- ☐ Most recent tax return
- ☐ Mortgage or loan statements
- ☐ Insurance policy summaries
- ☐ Social Security estimate
- ☐ Estate documents
- ☐ Business financials
- ☐ Pay stub or benefits summary

IMPORTANT DISCLOSURE

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