Preparing for your first meeting | Checklist

It's important that you come to your first formal meeting with as much information about your financial situation as possible to allow us to understand your current situation. Please bring the following:

Income

- ☐ Current payslip and most recent tax return
- ☐ Pension entitlements, including Centrelink assessment letters
- ☐ Super entitlements, including a recent statement showing balance, investment options and last 3 years contributions.
- ☐ Investment income (property, shares etc.)
- ☐ Child support payments
- ☐ Any other income

Expenses

- ☐ Housing expenses (rates, gas, electricity, water, telephone, building and contents insurance etc.)
- ☐ Investment property expenses (rates, gas, electricity, water, telephone, building and contents insurance etc.)
- ☐ Living expenses (food, entertainment, clothing, transport, education, health insurance, medical fees etc.)
- ☐ Personal expenses (sports, hobbies, subscriptions, other insurances, additional super contributions, donations, child support etc.)
- ☐ Liability repayment expenses (mortgages, personal loans, credit cards, voluntary HECS/HELP repayments, buy now pay later debts e.g., Afterpay, Zip Pay etc.)
- ☐ Any other expenses

Assets

- ☐ Family home
- ☐ Investment properties incl purchase price and date
- ☐ Vacant land incl purchase price and date
- ☐ Home contents, collectables, jewellery
- ☐ Motor vehicles, boats, caravans, trailers
- ☐ Bank accounts (personal, offset, business etc) incl interest rates
- ☐ Investments incl SRN/HIN numbers
- ☐ Superannuation accounts incl member/account numbers
- ☐ Life insurance surrender value incl policy numbers

Liabilities

- ☐ Mortgages (interest rate, term, fixed or variable rate, limit and balance)
- ☐ Personal loans (interest rate, term, fixed or variable rate, limit and balance)
- ☐ Credit card debt (interest rate, limit and balance)
- ☐ HECS/HELP
- ☐ Buy now pay later (Afterpay, Zip Pay, Zip Money etc.)
- ☐ Centrelink debt

Insurance

- ☐ Policy details for any Life, TPD, Income Protection or Trauma
- ☐ If in super, a statement/report showing the type of cover, level of cover, premium and any other details

Estate Planning

- ☐ Wills
- ☐ Powers of Attorney
- ☐ Testamentary Trusts
- ☐ Guardianships
- ☐ Advanced Health Directives
- ☐ Binding Death Benefit Nominations for all super accounts

Miscellaneous

- ☐ Company information (name, director ID numbers, latest financials and tax returns)
- ☐ Trust information (name, latest financials and tax returns)
- ☐ SMSF information (name, latest financials, tax returns and member balances)
- ☐ Centrelink CRN
- ☐ Tax file number