

James W. Eyres  
85 Piedmont Street  
San Francisco, California 94117  
(415) 731-2944 voice • (415) 564-2957 fax  
JimEyres@pstmgt.com

This questionnaire and checklist will help us assemble and collect the data needed to properly describe an individual or family financial situation.

### **Personal Financial Planning Questionnaire and Information Checklist**

*For each person (married couples or domestic partners may answer jointly):*

- Name(s)
- Social Security Number(s)
- Date(s) of birth
- Citizenship
- Employer(s)
- Home address
- Home telephone and fax
- Business phone(s) and fax(es)
- Email address(es)

*For each child/dependent:*

- Name(s)
- Date(s) of birth
- SSN(s)
- Dependency and health status

*We will need to discuss your personal financial goals and concerns: retirement, education, special purchase, pay off large debt, and others.*

*We will need to discuss any of the following that may apply to you:*

- Home ownership and mortgage
- Vacation or other real property
- Cash and savings accounts
- 401k accounts
- Keogh or other retirement accounts
- IRA accounts
- Deferred compensation accounts
- Stock options
- Other investments

James W. Eyres  
85 Piedmont Street  
San Francisco, California 94117  
(415) 731-2944 voice • (415) 564-2957 fax  
JimEyres@pstmgt.com

*Please provide copies of following documents, as applicable:*

- Income tax returns, federal and state, for the most recent tax year
- Estimated income tax for the current tax year
- Pay stub
- Will
- Family trust document
- Brokerage account statements
- Latest 401K or SEP statement
- IRA statements
- Mutual fund statements
- Latest pension or retirement statement
- Savings account statements
- Limited partnership statements
- Credit card statements
- Statements of any other debts
- Life insurance policy statement(s)
- Declarations page of all other insurance:
  - Life
  - Health
  - Homeowners
  - Auto
  - Excess Liability
- Divorce decree
- Prenuptial agreements

*I need to estimate your cash flow. Please estimate how much you spend each month on each of the following:*

- Rent or mortgage payment
- Transportation
- Food and beverages
- Clothing
- Furnishings
- Personal care
- Cash expenditures
- Medical
- Insurance premiums
- Debt and installment payments
- Entertainment
- Vacations and holidays

James W. Eyres  
85 Piedmont Street  
San Francisco, California 94117  
(415) 731-2944 voice • (415) 564-2957 fax  
JimEyres@pstmgt.com

- Charitable contributions
- Utilities