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| CURRENT CASH FLOW FORM*This is a Microsoft Word document to be filled out on your computer. Do not print and fill out by hand. Various tables will have to be expanded to accommodate your additional information. After you and your spouse have completed this form, please email it to Karen@ContourFinancial.com.* |
| *Client Name:* | *Spouse Name:* | *Date:* |

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| **POINTS TO CONSIDER REGARDING YOUR CASH FLOW***For areas of concern or interest, place an “X” in the adjacent box* |
|  | *Cash Flow –* How will you reach your retirement goal? Do you know that the determining factor is your monthly savings? Although important, which investment strategy you choose is less critical than consistent substantial monthly savings year after year. |
|  | *Cash Flow –* What are your living expenses per annum? Do you know that the easiest way to calculate it is by the formula *“Income – Taxes – Savings that You Contribute = Expenses”*? |
|  | *Cash Flow –* Do you use a software package such as Quicken or Mint to track your finances? If not, how do you estimate your expenses? |
|  | *Credit –* Do you have your credit cards and other debts under control? Are you familiar with how much non-home debt you can carry based upon your income? |
|  | *Credit –* Are you aware of how the credit bureaus rate your personal credit? |
|  | *Emergency Fund* – Do you have at least 6-9 months of living expenses covered in cash and short term investments? What would happen if you became hospitalized or laid off? |
|  | *Housing–* Have you calculated what the real effect of your home is on your retirement planning? What does it cost to live in your house each year? Are you familiar with how much home debt you can carry based upon your income? |
|  | *Loans –* Have you considered consolidating your loans (e.g. - revolving debt, credit cards, and student loans)? Are you aware of the advantages and dangers of consolidating them with a home loan? |
|  | *Loans –* If you have a mortgage, is it feasible to refinance? |
|  | *Loans –* Do you have a “Home Equity Line of Credit” (HELOC) on your home? Keeping in mind that it is a secured debt, are you familiar with how this may serve as an insurance policy if unemployed or ill? |
|  | *Qualified Plans –* Are you using to your best advantage what your employer has to offer through your 401(k) plans or 403(b) plans, or are you leaving money on the table? Are you familiar with how other tax-deferred plans such as Roth IRAs can help you insure that you have a financially sound retirement? |
|  | *Saving –* Do you have any idea how much you have been saving each month for retirement, let alone how much you need to save for retirement? |
| *Are your income and expenses constant from year to year? Also comment on any of the points above or any additional that you may have:* |

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| **BEFORE YOU START** |
| These tables are provided to help you calculate out your cash flow. We only wish to know here your current pre-tax cash flow for the last twelve months as future items are handled through the “Goals-Retirement Planning” form. Do not include:* Income items *(e.g.-Social Security, annuities, pensions)* that have not yet started.
* Expense items *(e.g.-medical expenses in retirement, future second home*) that have not yet started.
* Dividend, interest and capital gains on your investments are tracked by Contour Financial, and are assumed to be reinvested. If these are being paid out, sum and enter in the “*Money Withdrawn from Taxable & Tax-Deferred Accounts to Help Cover Living Expenses”* line below. The exception is for items we do not track *(e.g.-business and rental net cash flows)*, which have their own section to list.
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|  | Consolidate the following documents to proceed with this form. It is not necessary to send these documents to our office except for your latest tax return, which should be sent to our office. Dividend, interest, and capital gains statements are not needed, as our system generates these cash flows automatically.

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| --- | --- | --- | --- | --- | --- |
|  | Latest Tax Return |  | W2-Client & Spouse |  | 1099 Statement-Client & Spouse  |
|  | Annuity Statement |  | Mortgage Statement |  |  |
|  | Social Security Statement If Taking Currently-Client & Spouse |
|  | Pension Statement If Taking Currently-Client & Spouse |
|  | Individual Retirement Accounts (IRA) Statement that Lists Contributions & Withdrawals-Client & Spouse |
|  | Qualified Retirement Plans *(e.g.-401(k) & 403(b))* Statement that Lists Employee Contributions & Withdrawals-Client & Spouse |
|  | Qualified Retirement Plans *(e.g.-401(k) & 403(b))* Statement that Lists Employer Contributions-Client & Spouse |
|  | Taxable Accounts *(e.g.-money markets & CDs)* Statement that Lists Contributions & Withdrawals |
|  | Rental & Business Properties Statement Confirming Any Contributions & Withdrawals |

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| **TABLE 1 – CURRENT CASH INFLOW ITEMS***For additional rows, place cursor outside right side of table row and hit “Enter”.* *Copy and paste nested table into the new blank row from the preceding row.* |
| **Current Inflow Items – Personal Income** | **Sign** | **Amount/Yr** |
| Salary & Bonus *(Part-Time and Full-Time)* – Client  | + | $ |
| Salary & Bonus *(Part-Time and Full-Time)* – Spouse  | + | $ |
| Social Security Currently Taking – Client | + | $ |
| Social Security Currently Taking – Spouse  | + | $ |
| Pension Currently Taking –  *Fill the following table entries:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Description:* | *Owner:* | *Fixed/COLA1:* | *Owner dies2:* | *Fund %3* |

 | + | $ |
| Annuity Currently Taking –  *Fill the following table entries:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Description:* | *Owner:* | *Fixed/COLA1:* | *Owner dies2:* | *Term4:* |

 | + | $ |
|

|  |
| --- |
| *Insert Rental/Business Name Here* |

Positive Net Cash Flow5 | + | $ |
| *Insert Current Miscellaneous Cash Flow Item Here* | + | $ |
| Money Withdrawn from Taxable & Tax-Deferred Accounts to Help Cover Living Expenses6 | + | $ |
| **Current Cash Inflow Items** | **=** | **+$** |
| 1Will the payment stream increase every year for inflation (Cost of Living Adjustment-COLA) or remain fixed?2How will the surviving spouse’s monthly payment be affected at the death of the account holder? If payment is not reduced enter 100%, if eliminated enter 0%, or if reduced enter the appropriate percentage.3How secure is the pension? The pension’s “Percent Funded” is a key measure, which compares “Total Fund Assets” to “Total Fund Liabilites”. This figure is found on the pension fund’s annual report.4How long will the income stream last? Examples include straight life, life annuity with period certain, and joint life.5Annual net cash flow not including mortgage payments which is included in Table 3 below.6Include here:* Capital gains, interest, and dividends that are not being reinvested.
* Withdrawals made from account.
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| **TABLE 2 – CURRENT CASH OUTFLOW ITEMS – TAXES** | **Sign** | **Amount/Yr** |
| Taxes – Federal  | - | $ |
| Taxes – State | - | $ |
| Taxes – FICA – Client  | - | $ |
| Taxes – FICA – Spouse | - | $ |
| **Current Outflow Items – Taxes Subtotal** | **=** | **-$** |

|  |  |  |
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| **TABLE 3 – CURRENT CASH OUTFLOW ITEMS – LOAN/MORT PAYMENTS***For additional rows, place cursor outside right side of table row and hit “Enter”.* *Copy and paste nested table into the new blank row from the preceding row.* | **Sign** | **Paid Yearly** |
|

|  |
| --- |
| *Insert Home, Vehicle, Education, Credit Card or Other Debt Name Here* |
| Original Loan/Mortgage Amount | $ |
| Current Balance | $ |
| Current Interest Rate | % |
| Loan/Mortgage Origination Date | / / |
| Total Number of Payments as per Original Terms |  |
| Monthly Principal & Interest Payment Only *Do not include escrowed property taxes and insurance payments* | $ |
| Does the Loan/Mortgage get paid off at the death of the borrower?  |  |

 | - | $ |
| **Current Outflow Items – Loan Payments Subtotal** | **=** | **-$** |

|  |  |  |
| --- | --- | --- |
| **TABLE 4 – CURRENT CASH OUTFLOW ITEMS – PERSONAL SAVINGS***How are savings allocated? Employer contributions are not included here. For additional rows, place cursor outside right side of table row and hit “Enter”.* | **Sign** | **Amount/Yr** |
| Client’s

|  |
| --- |
| *Insert retirement account name* |

 | - | $ |
| Spouse’s

|  |
| --- |
| *Insert retirement account name* |

 | - | $ |
| Savings Made to Taxable Accounts – Both Client & Spouse  | - | $ |
| Prepayment of Mortgage and Debts – Not regular payments, only additional to table #3. | - | $ |
| Monies Invested into:

|  |
| --- |
| *Insert Rental/Business Name Here* |

 | - | $ |
| **Current Outflow Items – Personal Savings Subtotal**  | **=** | **-$** |

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| **TABLE 5 – CALCULATION OF CURRENT AFTER-TAX LIVING EXPENSES***Take the subtotal from table #1 and subtract subtotals #2, #3 & #4.* | **Sign** | **Amount/Yr** |
| **Current After-Tax Living Expenses Subtotal** | **=** | **$** |

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| **TABLE 6 – EMPLOYER MATCH***If the employer matches your contribution listed in Table 4, provide the following information. If not, ignore this section. Note that this is a separate stand-alone section from those above, and has no effect on the calculation of living expenses. For additional rows, place cursor outside right side of table row and hit “Enter”.* | **Amount/Yr** |
| Client’s

|  |
| --- |
| *Insert retirement account name for which employer contributes* |

 | $ |
| Spouse’s

|  |
| --- |
| *Insert retirement account name for which employer contributes*  |

 | $ |
| **Employer Match Subtotal** | **$** |