

Personal Financial Information Instructions

The items and descriptions below correspond with the numbered lines in the Personal Financial Information form. If submitting by fax, email or US mail, please print the corresponding number on the documents of support such as bank and broker statements.

1. **Salary, Wages, Bonus:** Enter annual income from salary, wages or bonuses.
2. **Dividends, Interest:** Enter annual income from stock dividends and/or interest on bank accounts.
3. **Other Income:** Enter any other income you receive annually.
4. **Total:** Enter the total of lines 1, 2 and 3 for you and your spouse, if applicable.
5. **Cash:** Enter the amount of cash in bank accounts, certificates of deposit, money markets, etc.
NOTE: All amounts entered must be verified with most current copies of bank or brokerage statements.
6. **Stocks and/or Bonds:** Enter the current value of stocks, mutual funds and/or bonds you own.
NOTE: All amounts entered must be verified with most current copies of brokerage statements or stock certificates.
7. **IRA and/or Retirement:** Enter IRA, 401K, Roth and/or other retirement account balances.
NOTE: All amounts entered must be verified with most current copies of employer or brokerage statements.
8. **Real Estate:** Enter current marketable values of real estate you own.
9. **Automobiles:** Enter the fair market value of any automobiles or recreational vehicles you own.
10. **Other Assets:** Enter amounts for any other assets, such as equipment, household goods, collectibles, insurance policies (cash surrender value only), etc.
11. **Total Assets:** Enter the total assets for you and those held jointly with other parties. (Add Lines #5 through #10)
12. **Notes Payable:** Enter current balance of Installment or Promissory Notes you may have signed.
Example: Did you buy an existing business and are now paying the former owner according to a purchase agreement?
13. **Accounts Payable:** Enter any short-term obligations you may have such as club memberships, dues, etc.
14. **Credit Card Debt:** Include balances on all major credit cards, department store charge accounts, gasoline charge accounts, etc.
15. **Taxes Due:** Include any unpaid state, federal or local taxes.
16. **Other Liabilities:** Include any other short-term obligations you may have.
17. **Mortgages:** Include the outstanding balance(s) on any mortgages or land contracts (*not your monthly payment amount*).
18. **Other Liabilities:** Include any other long-term obligations such as car or boat loans, student loans, loans from family members, etc.
19. **Total Liabilities:** Enter the total liabilities for you and those you are jointly responsible for with another party. (Add Lines #12 - #18)
20. **Total Assets:** Enter the figure you showed in Line #11 above.
21. **Total Liabilities:** Enter the figure you showed in Line #19 above.
22. **Net Worth:** Subtract Line #21 from Line #20. This is "What You Own Minus What You Owe"