


REGATTA CAPITAL GROUP, LLC

Appointment Checklist

MEETING DETAILS

- Date: _____
- Time: _____
- Location: _____

PLEASE BRING

- Brokerage account statements
 - Company retirement plan statements
 - Current stock positions
 - Certificate of deposit (CD) records
 - Most recent tax return
 - Recent bank statements
 - Annuity statements
 - Insurance policies; life, disability, long-term care, medical, umbrella liability
 - Expected retirement income; pension statements, social security statements, etc.
 - Real Estate/Home info; mortgages, equity lines, rental income, etc.
 - Debt info; personal or business loans, credit card debt, auto loans, etc.
-  *Please bring these items to the extent that they are immediately available*

PLEASE PREPARE

- Be ready to discuss your immediate concerns & short, mid and long-term goals
- An estimate of your monthly income and expenses
- Any questions that you might have for us

FIRST MEETING AGENDA

- Thoroughly discuss your concerns and goals
- Discuss who we are and our financial planning process
- Show you sample financial plans and investment portfolios
- Outline our fee structure
- Address all of your questions
- Agree on the priority of your goals and plan the initial action steps