

# Financial Empowerment —Workbook—

A successful journey requires planning, commitment and preparation for the unexpected



The Financial Empowerment Workbook is a tool to organize your financial information and gain insight into your financial position.

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# Asset and Liability Worksheet

Cash Accounts (Checking, Savings, Money Market, etc.)

DESCRIPTION	VALUE	ACCOUNT NO.	OWNER	DISTRIBUTION UPON OWNER'S DEATH	PHONE
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				

NOTES

Retirement Accounts (Employer Plan, 401k, 403b, IRA, Annuity, etc.)

DESCRIPTION	VALUE	ACCOUNT NO.	OWNER	BENEFICIARIES	PHONE
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				

NOTES

Non-Retirement Accounts (Brokerage, Stock, Stock Option, Mutual Fund, etc.)

DESCRIPTION	VALUE	ACCOUNT NO.	OWNER	DISTRIBUTION UPON OWNER'S DEATH	PHONE
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				

NOTES

Other Assets (Home, Business, Other Real Estate, Vehicle, Jewelry)

DESCRIPTION	VALUE	OWNER	Distribution Upon Owner's Death
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

NOTES

## Life Insurance

DESCRIPTION	DEATH BENEFIT	POLICY NO.	OWNER	CASH VALUE	EXPIRATION DATE	DISTRIBUTION UPON DEATH	PHONE
	\$			\$			
	\$			\$			
	\$			\$			
	\$			\$			

NOTES

## Long Term Care and Disability Insurance

DESCRIPTION	MONTHLY BENEFIT	POLICY NO.	OWNER	BENEFIT PERIOD	PHONE
	\$				
	\$				
	\$				
	\$				

NOTES

## Liabilities

DESCRIPTION	BALANCE	ACCOUNT NO.	DEBTOR	TERM	INTEREST RATE
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				

NOTES

# Current and Future Income

(Social Security, Pension, Rental Income, Business Interest, Trust Income, Royalties, etc.)

DESCRIPTION	ANNUAL INCOME	SURVIVOR BENEFIT	BEGIN DATE	END DATE	COLA*
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				

NOTES

\*Cost of Living Adjustment

# Lifestyle Expense & Savings Worksheet

Complete this worksheet by entering all of your monthly/annual expenses for the following line items.

Total each category and add all the categories together to calculate your monthly/annual expenses.

HOUSING	MONTHLY	ANNUAL
Mortgage/Rent		
Condo/Assn Fees		
Real Estate Taxes		
Homeowner's Insurance		
Waste Disposal		
Cable/Internet		
Security Fee		
SUB TOTAL	\$	\$
INSURANCE	MONTHLY	ANNUAL
Medical/Dental Insurance		
Home Owners		
Auto Insurance		
Liability		
Life		
Disability		
Long Term Care		
Other Insurance		
SUB TOTAL	\$	\$
LOAN PAYMENT	MONTHLY	ANNUAL
Credit Card Payments		
Student Loans		
Other		
SUB TOTAL	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

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# Committed Variable Expenses

HOUSING	MONTHLY	ANNUAL
Cell and Home Phones		
Lawn Care/ Snow Removal		
Maintenance/ Repair		
Electricity		
Gas		
Water/Sewer		
<b>SUB TOTAL</b>	\$	\$
TRANSPORTATION	MONTHLY	ANNUAL
Auto Lease/ Payment		
Fuel		
Storage/Docking		
Oil Changes		
Maintenance/ Repair		
Car Replacement		
Public Transportation		
License/Fees		
<b>SUB TOTAL</b>	\$	\$
OTHER HOUSEHOLD	MONTHLY	ANNUAL
Groceries		
Dining Out		
Clothing		
Dry Cleaning		
Hair Care		
Personal Care/ Cosmetics		
Pet Care		
Technology		
<b>SUB TOTAL</b>	\$	\$

FAMILY	MONTHLY	ANNUAL
Children		
Education		
<b>SUB TOTAL</b>	\$	\$
OTHER	MONTHLY	ANNUAL
Subscriptions		
Gym Membership		
Care Giver/ Day Care		
Organization Dues		
<b>SUB TOTAL</b>	\$	\$
MEDICAL	MONTHLY	ANNUAL
Prescription Drugs		
Medical Care		
Dental Care		
Vision/Glasses/ Contacts		
<b>SUB TOTAL</b>	\$	\$
MEDICAL	MONTHLY	ANNUAL
Financial Planning Fees		
Attorney Fees		
Accountant Fees		
Unreimbursed Business Expenses		
Charitable Contributions		
Religious Contributions		
<b>SUB TOTAL</b>	\$	\$
<b>TOTAL</b>	\$	\$

## Discretionary Expense

HOUSING	MONTHLY	ANNUAL
Home Improvement		
Furniture/ Decorating/ Appliances		
SUB TOTAL	\$	\$
GIFTS	MONTHLY	ANNUAL
Birthday Gifts		
Holiday Gifts		
Wedding Gifts		
Gifts to Children		
Special Occasion		
SUB TOTAL	\$	\$
RECREATION	MONTHLY	ANNUAL
Hobbies		
Vacations		
Club Expenses		
Sports		
Entertainment		
Music/Books		
SUB TOTAL	\$	\$
MISCELLANEOUS	MONTHLY	ANNUAL
Cash		
Other		
SUB TOTAL	\$	\$
TOTAL	\$	\$
GRAND TOTAL SPENDING	MONTHLY	ANNUAL
	\$	\$

## Savings

DESCRIPTION	MONTHLY	ANNUAL
Employer Plan – 1		
Employer Plan – 2		
IRA – 1		
IRA – 2		
Other – 1		
Other – 2		
Other – 3		
SUB TOTAL	\$	\$
TOTAL	\$	\$
GRAND TOTAL SPENDING	MONTHLY	ANNUAL
	\$	\$

# Cyber Protection Checklist

The educational checklist presented below is designed to help you take appropriate action to better protect you and your family and mitigate risk of cyber fraud. Carefully review the items in each of the categories below to determine which apply to your unique situation.

TOPIC AREA	ACTIONS TO CONSIDER	CHECK WHEN COMPLETED
Manage your devices	<ul style="list-style-type: none"> <li>• Install the most up-to-date antivirus and antispyware programs on all devices (PCs, laptops, tablets, smartphones) and update these software programs as they become available. These programs are most effective when users set them to run regularly rather than just running periodic scans, which may not provide maximum protection to your device.</li> <li>• Access sensitive data only through a secure location or device; never access confidential personal data via a public computer, such as in a hotel or cybercafé.</li> <li>• If you have children, set up a separate computer they can use for games and other online activities.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.
Protect all passwords	<ul style="list-style-type: none"> <li>• Use a personalized custom identifier for financial accounts you access online. Never use your Social Security number in any part of your login activity.</li> <li>• Regularly reset your passwords, including those for your email accounts. Avoid using common passwords across a range of financial relationships.</li> <li>• Avoid storing passwords in email folders. Consider using a password manager program.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.
Surf the web safely	<ul style="list-style-type: none"> <li>• Do not connect to the Internet via unsecured or unknown wireless networks, such as those in public locations like hotels or cybercafés. These networks may hack virus protection, are highly susceptible to attacks, and should never be used to access confidential personal data.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.
Protect Information on social networks	<ul style="list-style-type: none"> <li>• Limit the amount of personal information you post on social networking sites. Never post your Social Security number (even the last four digits). Consider keeping your birthdate, home address, and home phone number confidential. We also discourage clients from posting announcements about births, children's birthdays, or loss of loved ones. Sharing too much information can make you susceptible to fraudsters and allow them to quickly pass a variety of tests related to the authentication of your personal information. Never underestimate the public sources the individuals will use to learn critical facts about people.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.

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TOPIC AREA	ACTIONS TO CONSIDER	CHECK WHEN COMPLETED
Protect your email accounts	<ul style="list-style-type: none"> <li>• Delete any emails that include detailed information beyond the time that it's needed. In addition, continuously assess whether you even need to store any personal and financial information in an email account.</li> <li>• Use secure data storage programs to archive critical data and documents.</li> <li>• Review unsolicited emails carefully. Never click links in unsolicited emails or in pop-up ads, especially those the at warn that our computer is infected with a virus and request that you take immediate action. Establish separate email accounts for personal correspondence and financial transactions.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.
Safeguard your financial accounts	<ul style="list-style-type: none"> <li>• Review all your credit card and financial statements as soon as they arrive or become available online. If any transaction looks suspicious, immediately contact the financial institution where the account is held.</li> <li>• Never send account information or personally identifiable information over email, chat, or any other unsecured channel.</li> <li>• Suspiciously review any unsolicited email requesting personal information. Further, never respond to an information request by clicking a link in an email instead, type the Web site's URL into the browser yourself.</li> <li>• Avoid developing any online patterns of money movement, such as wires, that cyber criminals could replicate to make money movement patters appear more legitimate.</li> </ul>	<input type="checkbox"/> I've reviewed and understand all the items in this topical area.  <input type="checkbox"/> I've taken action for those that apply to my situation.

Source FMR LLC.

# Credit Reports

The Fair Credit Reporting Act (FCRA) requires that every nationwide consumer reporting company — Equifax, Experian, and TransUnion — provide you with a free copy of your credit report, at your request, once every 12 months. You may order your reports from each of the three nationwide consumer reporting companies at the same time, or you can order your report from each of the companies, one at a time. To order, visit [www.annualcreditreport.com](http://www.annualcreditreport.com).

**AnnualCreditReport.com**  
The only source for your free credit reports. Authorized by Federal law.

Home | All about credit reports | **Request yours now!** | What to look for | Protect your identity | Frequently asked questions | Contact us

**Spot identity theft early. Review your credit reports.**  
Suspicious activity or accounts you don't recognize can be signs of identity theft. Review your credit reports to catch problems early.  
[Learn more about Identity Theft](#)

PAUSE || SPOT IDENTITY THEFT | GOOD CREDIT | DON'T BE FOOLED | MORE THAN A SCORE | NOT LIKE THE OTHERS

**Your credit reports matter.**

- Credit reports may affect your mortgage rates, credit card approvals, apartment requests, or even your job application.
- Reviewing credit reports helps you catch signs of identity theft early.

[Request your free credit reports](#)

**FREE Credit Reports. Federal law allows you to:**

- Get a free copy of your credit report every 12 months from each credit reporting company.
- Ensure that the information on all of your credit reports is correct and up to date.

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