

Mark Nash  
 Financial Ladder Checklist  
 As of 3-12-2010  
 Call me at 713-858-9131 or mnash3@hotmail.com  
 to discuss the details.

|   |   |
|---|---|
| <b>Cash Flow and Debt Management - This document is for discussion purposes only.</b> |   |
|   | Establish a reliable e-mail account with hotmail.com. Also, utilize Microsoft Outlook to manage your things to do list. Ask me to tell you about the project triangle.  |
|   | Establish bank accounts - business, checking, savings. (This will have the readily liquid savings/money for if you really need it right away.)  |
|   | Obtain a job or start a business and generate consistent revenues in order to have some money to manage.  |
|   | Perform these items in this order. Establish a Vision, Determine your Goals, Design a Plan, Execute the Plan, Monitor to make sure that it makes sense.   |
|   | Bill Adjustment Form - This document lists assets, liabilities (recurring and non-recurring debt), monthly living expenses, and cash in the bank. You need this document to layout the strategy in the financial forecasting tool. Also, this document is really handy for applying for loans whether home, business, etc. Should be updated monthly. |
|   | Wealth Analysis Tool - This tool is from the people at Jaxworks. Use this tool to assess where you are e.g. you have too much debt or you should be investing more, etc. Should be updated as often as necessary, but at a minimum yearly.  |
|   | Mark Nash Financial Forecasting Tool - This is the document necessary for developing your yearly strategy/budgeting tool. Should be updated monthly.  |
|   | As part of Cash Flow and Debt Management, the next step is to review your credit score and reports that are listed with all of the bureaus and remove negative items from your report.  |
| <b>Automobile Insurance</b>   |   |
|   | unexpired Texas Drivers License   |
|   | Texas Registration  |
|   | Texas Inspection  |
|   | Full Coverage Insurance (if applicable)   |
|   | warranty?   |
| <b>Homeowners Insurance</b>   |   |
|   | flood insurance   |
|   | Texas windstorm   |
|   | replacement value coverage  |
|   | renters insurance (if applicable) or making sure that you have the lowest electricity rate. Ask me about rates for commercial and residential.  |
|   | lawn care services? Sprinkler/watering strategy?  |
|   | annual termite services?  |
|   | quarterly pest extermination?   |
| <b>Life Insurance</b>   |   |
|   | 20 year paid up policy? Whole life?   |
|   | Mutual insurance company/earn interest/dividends on the policy?   |
|   | can pay for funeral expenses?   |
|   | can pay for debt?   |
|   | can take care of family, education, etc.  |
|   | temporary insurance? term? (pure insurance and invest the rest.)  |
| <b>Medical/Health Insurance</b>   |   |
|   | Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO) plan?  |

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|--|
| adequate coverage?   |
| okay with the deductibles?   |
| office visit? Prescription plan?   |
| covered by your employer? (group policies tend to have better premiums and coverage than individual. |

**Disability Insurance**

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| Do you have it and yes you need it.   |
| elimination period?   |
| coverage period?  |
| office visit? Prescription plan?  |
| covered by your employer? (verify long term and short term disability coverages.) |

**Liability Insurance**

|                                       |
|---------------------------------------|
| Errors & Omissions for your business. |
| Business Insurance/property           |
| Key person Life Insurance             |

**Education Planning**

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| Going to school or back to school? When? Funding - working, student loans, grants, scholarships, etc.? |
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**Discuss 9 Buckets**

**Legacy/Estate Planning - This document is for discussion purposes only.**

Have you chosen the right probate avoidance method? See Below. Read 8 Ways to Avoid Probate by Mary Randolph, J.D. Excellent book.

|  |  |                                      |  |   |  |   |  |                                   |
|--|--|--------------------------------------|--|---|--|---|--|-----------------------------------|
| Real Estate                            |  | Transfer to a living trust.          |  | Hold property in joint tenancy with a co-owner or tenancy by the entirety with your spouse. |  | Hold as community property (or community property with right of survivorship) with your spouse. |  | Prepare a transfer-on-death deed. |
| Bank accounts, certificates of deposit |  | Name a payable-on-death beneficiary. |  | Same as Hold in joint tenancy ...   |  | Same as Hold as community property ...  |  | Same as xfer 2 liv...             |

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|---|--|--|--|-----------------------------------|--|--|--|--|
| Stocks and bonds  |  | Name a transfer-on-death beneficiary.        |  | Transfer to a living trust.       |  | Same as Hold in joint tenancy ...      |  | Same as Hold as community property ... |
| Government bonds  |  | Register ownership in beneficiary form.      |  | Same as Hold in joint tenancy ... |  | Same as Hold as community property ... |  | Same as xfer 2 liv...                  |
| Cars and other vehicles   |  | Register in transfer-on-death form.          |  | Same as Hold in joint tenancy ... |  | Same as Hold as community property ... |  | Same as xfer 2 liv...                  |
| Retirement accounts (IRAs, 401(k) plans)  |  | Name a beneficiary to inherit at your death. |  | N/A                               |  | N/A                                    |  | N/A                                    |
| Have you made sure the appropriate people know where your important financial documents are located? Consider completing the Life Folio checklist.  |  |  |  |                                   |  |  |  |  |
| Have you made sure the appropriate people are aware of your estate desires? Do you have a guardian for living dependents?                           |  |  |  |                                   |  |  |  |  |
| Have you verified your funeral arrangement e.g. purchased the plot or prearranged funeral plan?   |  |  |  |                                   |  |  |  |  |
| Have you updated your beneficiary forms at least annually and for any family changes?   |  |  |  |                                   |  |  |  |  |
| Do you need a trust? (Note: Long term care will be discussed as an insurance strategy.)   |  |  |  |                                   |  |  |  |  |
| Power of attorney for finances? Renewed every 3 years? Indemnity language? Specific legal property description? HIPAA Release? Advanced directives? |  |  |  |                                   |  |  |  |  |
| Healthcare Directive/power of attorney? Statutory durable power of attorney? Springing - immediate for spouse and upon capacity for everyone else?  |  |  |  |                                   |  |  |  |  |
| Have you made a will? Have you discussed long term care? Have you considered dreaded disease or catastrophic illness insurance?                     |  |  |  |                                   |  |  |  |  |
| Have you protected your business? Have you established the succession plan?   |  |  |  |                                   |  |  |  |  |

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|--|---------------------------------|--|---|--|--|--|--|--|--|--|--|
|  |                                 |  | Just<br>come<br>see me<br>when you<br>are<br>ready. |  | Either<br>make<br>money or<br>save<br>money. |  | Maximize<br>Profit,<br>Minimize<br>Costs,<br>and<br>Minimize<br>Taxes. |  |  |  |  |
|  | Tax and<br>Business<br>Strategy |  |   |  |  |  |  |  |  |  |  |
| Discussed with Mark, your business consultant, your tax return, career goals, family goals, charitable contribution strategy, etc. This item is ongoing. |                                 |  |   |  |  |  |  |  |  |  |  |