



Compiling Your Assets and Liabilities

Before we can get started on your personal financial plan, we will need to compile a comprehensive list of all your financial assets and liabilities.

PERSONAL INFORMATION

1. Your date of birth, and that of your spouse/partner if applicable.
2. Ages of your children, if any.
3. Citizenship status and length of time in Canada.

ASSETS

1. All bank accounts, investment accounts, annuities, RESPs, RRSPs, TFSAs, and RRIFs. Usually the most recent statement from your bank or broker will suffice. In the case of investments and retirement accounts, we will need the distribution of the individual stocks, bonds, and GICs within the account (which should be on the statement).
2. Pension plans. If you have a company pension plan, provide all the details that you have showing your contributions and eventual pension amounts.
3. Recent Canada Pension Plan statement. If you do not have one, you can get one from:

Contributor Client Services
Canada Pension Plan
Service Canada
PO Box 818 Station Main
Winnipeg MB R3C 2N4

They will need your Social Insurance Number.

4. Details on any owned dwellings (including recent assessment and mortgage information, if applicable). If a dwelling is potentially taxable upon sale (such as a cottage), provide the initial purchase price or value.

5. Any life insurance policies. If the policy has any cash value (whole or universal life policy), provide the current estimated cash value. Either a copy of the policy or a summary page, which is often provided, will suffice.
6. Sources of any non-investment income (mainly salary or employment income). As well, any expected changes in these sources.
7. Any rental income and details of the rental dwellings, including initial cost and current estimated value.
8. Any loans outstanding that are owed to you, including terms of such loans.
9. Equity in any private companies. Also provide an estimate of the current value of such equity, and if you plan to sell the equity in the future, an estimate of the sale price (if available).
10. Any expected one-time increases in your assets such as inheritance, and an estimated time frame.
11. Cars owned, including year of purchase and original cost.

LIABILITIES

1. Any mortgages, lines of credit, home equity loans, or other loans. Only include credit card debt if you are carrying a balance.
2. Any other liabilities or debts.

OTHER INFORMATION

1. Current will or estate plan if one is prepared.
2. Most recent income tax submission.