Worksheet for planning your investments

This worksheet supports Chapter 1:Getting Started

STEP 1: PERSONAL INFORMATION

Your investment advisor will need to know a great deal about you and your financial situation to provide you with sound advice while meeting their regulatory obligation to "know your client". You know all your personal information by heart, of course, but your advisor will find it helpful to have it along with the other information you gather in this worksheet, so we encourage you to fill in this section as part of the exercise.

First name: ______________________ Last name: ______________________

Address: ____

Phone: ____________________

Fax: ____________________ Bus. phone: ________________

Birthdate (YYYY/MM/DD): ________________ Email: ______________________

Employer: ________________________ Social Insurance Number (SIN) ________________

Occupation: ____

Spouse's name: ______________________

Birthdate: (YYYY/MM/DD) ______________________

Employer: ____________________________

Occupation: ____

Number of dependants: ___ Ages: ☐ ☐ ☐ ☐ ☐ ☐

Have you prepared a will? ☐ Yes ☐ No Last updated: ________________

Do you feel you have adequate insurance: ☐ Yes ☐ No Last reviewed: ________________

Do you have an accountant? ☐ Yes ☐ No Name: ________________

Do you have a financial advisor? ☐ Yes ☐ No Name: ________________

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STEP 2: HOUSEHOLD NET WORTH CALCULATION

What do you own and what do you owe?

	You	Spouse
Assets	$	$
Chequing/savings accounts		
Tax free savings account (TFSA)		
Registered investments (RRSPs/RRIFs)		
Non-registered investments		
Life insurance (cash value)		
Employment pension plans		
Personal property		
Vehicles		
Real estate		
Jewellery & collectibles		
Other assets		
Total:	$ 0	$ 0
Total Household Assets:	$ **0**	
Liabilities	$	$
Credit card balances		
Bank loans		
Investment loans		
Taxes owing		
Mortgage balance		
Other debts		
Total Liabilities:	$ 0	$ 0
Total Household Liabilities:	$ **0**	
NET WORTH *(Total assets minus total liabilities)*	$ **0**	

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STEP 3: SUMMARY OF MONTHLY HOUSEHOLD INCOME AND EXPENSES

What are your income and expenses today from all sources?

Income	$	**Expenses**	$
Employment	________	Rent/mortgage payments	________
Self-employment	________	Property insurance	________
Investment income	________	Utilities	________
Rental income	________	Property taxes	________
Private pension plans	________	Repairs	________
CPP/OAS	________	Loan/credit card interest	________
Child support	________	Groceries	________
Other income	________	Clothing	________
Total Monthly Income:	$ **0**	Furniture	________
		Entertainment	________
Less deductions	________	Medical/dental	________
Income tax	________	Education	________
EI/CPP	________	Personal care	________
Other deductions	________	Gifts/donations	________
Total Deductions	$ **0**	Subscriptions	________
Net monthly income	$ **0**	Transportation	________
		Life/disability insurance	________
		Other expenses	________
		Total monthly expenses	$ **0**

Monthly surplus or shortfall
(Net monthly income minus total monthly expenses) $ **0**

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STEP 4: FINANCIAL OBJECTIVES & RISK TOLERANCE
What are you saving for?

Today, I have $_______ to invest, and plan to invest an additional $ _______ each month.

My major financial objectives include (e.g., buying a house, paying off a mortgage, buying a car, paying for a child's education, saving for retirement):

	Objectives	Estimated Cost	When?
1.			
2.			
3.			
4.			
5.			

The likelihood that I will have to withdraw a significant amount of my investment before the times estimated above:

☐ Low ☐ Medium ☐ High

My household income stream is:

☐ Very secure ☐ Somewhat uncertain
☐ Reasonably secure ☐ Very uncertain

I would feel comfortable if I had $________ that I could access quickly in case of emergency.

I would feel uncomfortable if, over the course of one year, my overall investment portfolio declined by:

☐ 1 – 2% ☐ 6 – 10% ☐ 16 – 20%
☐ 3 – 5% ☐ 11 – 15% ☐ Over 20%

The largest decline in value I would accept for my overall investment portfolio (even if temporary) is:

☐ No decline at all ☐ 15% of the total
☐ 5% of the total ☐ 25% or more of the total

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My investing priorities:	Very Important	Fairly Important	Not a Priority
Income	☐	☐	☐
Growth	☐	☐	☐
Getting a high return quickly	☐	☐	☐

I plan to retire in ________ years. My goal is to have a retirement income of $ __________ per month (in today's dollars)

I expect to receive monthly retirement income from the following sources:

Employment pension __________________

RRSP/RRIF __________________

Investment income __________________

Other __________________ __________________ __________________

Total **$0**

INVESTMENT KNOWLEDGE
STEP 5:WHAT DO YOU KNOW ABOUT INVESTING

I have previously invested in:

Guaranteed investment certificates (GICs)	☐ Yes	☐ No
Mutual funds	☐ Yes	☐ No
Exchange-traded funds (ETFs)	☐ Yes	☐ No
Common shares	☐ Yes	☐ No
Bond/debentures	☐ Yes	☐ No
Preferred shares	☐ Yes	☐ No
Trust units	☐ Yes	☐ No
Private enterprises	☐ Yes	☐ No
Stock options	☐ Yes	☐ No
Futures	☐ Yes	☐ No

On a scale of 1 to 10, I am this likely to reach my goals based on what I am doing now: ☐

On a scale of 1 to 10, my risk tolerance is: ☐

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I would rate my investment knowledge as:	None	Limited	Moderate	Excellent
GICs	☐	☐	☐	☐
Mutual funds	☐	☐	☐	☐
ETFs	☐	☐	☐	☐
Common shares	☐	☐	☐	☐
Bond/debentures	☐	☐	☐	☐
Preferred shares	☐	☐	☐	☐
Trust units	☐	☐	☐	☐
Private enterprises	☐	☐	☐	☐
Stock options	☐	☐	☐	☐
Futures	☐	☐	☐	☐

On average, I spend this much time monitoring my investments and researching other investment opportunities: ______________

When it comes to making investment decisions:

☐ I rely entirely on the recommendations of my financial advisor

☐ I consider the advice of my financial advisor, but use my own judgment and experience

☐ I am comfortable making all of my own investment decisions

I think a reasonable annual rate of return for my investment portfolio would be:

☐ Don't know ☐ 6 – 8 % ☐ 12 – 15 %

☐ 3 – 5 % ☐ 9 – 11 % ☐ More than 15 %

That's it! You're done for now.

Please print two copies of the worksheet, one for your personal files and one for your investment advisor. The worksheet isn't meant to collect all of the information your advisor will need, so you can expect them to ask for additional information as well. Remember that the quality of the advice you receive will depend on how well you and your advisor understand your goals, financial circumstances, and risk tolerance. Be sure to ask your financial advisor for a copy of any other forms (like new account application forms) they use to assess your investment needs and objectives.

Adapted from the Investment Planning Worksheet of the Canadian Securities Administrators.