

Prep for Success: Your Upcoming Financial Meeting Cheat Sheet

To make the most of your annual meetings with your financial advisors and CPA, come prepared! This table outlines the key information to gather and the goals to aim for in your meetings with your investment advisor and CPA.

Information to Gather		
Category	Investment Advisor	CPA
Financial Documents	<ul style="list-style-type: none"> • Updated net worth statement • Investment account statements • Tax forms related to investments (e.g., Form 1099) 	<ul style="list-style-type: none"> • All income documentation (W-2s, 1099s, etc.) • Records of deductible expenses • Previous year's tax return
Personal Updates	<ul style="list-style-type: none"> • Changes in financial goals • Shifts in risk tolerance • Major life events (marriage, new child, etc.) 	<ul style="list-style-type: none"> • Major life events (marriage, new home purchase, etc.) • Questions about tax law changes
Meeting Goals		
Category	Investment Advisor	CPA
Financial Review	<ul style="list-style-type: none"> • Review portfolio performance • Discuss asset allocation adjustments • Explore new investment opportunities 	<ul style="list-style-type: none"> • File tax return accurately and on time • Minimize tax liability through deductions and credits • Plan for future tax liabilities
Planning & Strategy	<ul style="list-style-type: none"> • Ensure investment plan aligns with long-term goals • Discuss tax-loss harvesting or other tax-efficient strategies 	<ul style="list-style-type: none"> • Identify potential tax-saving strategies • Address any tax-related questions or concerns
Relationship Goals		
Category	Investment Advisor	CPA
Communication & Trust	<ul style="list-style-type: none"> • Build rapport through open communication • Clearly express expectations for the relationship • Ensure you feel heard and understood 	<ul style="list-style-type: none"> • Establish clear communication channels • Ensure your CPA understands your broader financial picture • Develop a proactive, advice-driven relationship

A Joint Meeting to Coordinate Planning and Execution

- **Estate Planning:** Review your will, trusts, and beneficiary designations.
- **Insurance:** Bring information on your life, health, disability, and long-term care insurance policies.

By proactively gathering this information and setting clear goals, you'll transform your annual meetings from routine check-ins to powerful strategy sessions that drive your financial success year by year.

Disclaimer: This article is intended for informational purposes only and should not be construed as legal or financial advice. It is imperative to consult with qualified professionals to address your specific needs and circumstances.