

## Starting a Family Checklist





## Starting a Family Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Marital status? • Time frame for starting a family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has financial situation been assessed? • Income • Expenses • Assets • Debts and liabilities • Insurance information • Employee benefits available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Money management	Yes	No	N/A
1. Have financial goals been determined or revised? • Short-term goals • Intermediate-term goals • Long-term goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has budget been updated to reflect changes in income and expenses? • Housing costs • Transportation costs • Food, clothing, and other household expenses • Health-care expenses • Life and disability insurance premiums • Adoption costs • Child-care costs • Temporary or permanent reduction in income if parent chooses to stay with child rather than work outside the home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has an emergency reserve account equal to at least three to six months' worth of living expenses been set aside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			



Insurance planning	Yes	No	N/A
1. Has need for life insurance been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have beneficiary choices been updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the need for disability insurance been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is health insurance coverage adequate? <ul style="list-style-type: none"> <li>• Maternity costs</li> <li>• Labor and delivery costs</li> <li>• Changes to health-care providers</li> <li>• Health-care expenses, including premium costs, co-payments, coinsurance, coordination of benefits, and deductibles</li> <li>• Other employer-sponsored health plan options (if family coverage under other plan is better or more cost effective)</li> <li>• COBRA benefits if job loss is anticipated</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Estate planning issues	Yes	No	N/A
1. Have valid wills been executed or updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Durable power of attorney or health-care proxy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has guardian for child been chosen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have other estate planning strategies been discussed? <ul style="list-style-type: none"> <li>• Use of trusts</li> <li>• Gifting assets</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Education planning	Yes	No	N/A
1. Has need to start saving for college early been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have college savings options been outlined or considered? <ul style="list-style-type: none"> <li>• Coverdell education savings accounts</li> <li>• Series EE bonds</li> <li>• Custodial accounts</li> <li>• Section 529 plans</li> <li>• Other savings/investment options</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Notes:

#### Retirement planning

Yes No N/A

1. Have ways to resolve competing needs to save for retirement and a child's education been discussed?

☐ ☐ ☐

Notes:

#### Tax planning

Yes No N/A

1. Have changes to federal and state income tax situation been discussed?

- Additional exemptions
- Child tax credit
- Child and dependent care credit
- Adoption credit
- Use of flexible spending accounts

☐ ☐ ☐

2. If child has already been born, has Social Security number been obtained?

☐ ☐ ☐

Notes:

#### Other

Yes No N/A

1. Has eligibility for unpaid leave under the Family and Medical Leave Act of 1993 been determined?

☐ ☐ ☐

2. Is paid leave available through state or employer (short-term disability benefits or other benefits)?

☐ ☐ ☐

3. Have child-care options been discussed?

☐ ☐ ☐

4. Adoption issues? Are adoption benefits through employer available?

☐ ☐ ☐

Notes:

## IMPORTANT DISCLOSURES

Broadridge Investor Communication Solutions, Inc. does not provide investment, tax, or legal advice. The information presented here is not specific to any individual's personal circumstances.

To the extent that this material concerns tax matters, it is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Each taxpayer should seek independent advice from a tax professional based on his or her individual circumstances.

These materials are provided for general information and educational purposes based upon publicly available information from sources believed to be reliable—we cannot assure the accuracy or completeness of these materials. The information in these materials may change at any time and without notice.

### **AKD Consultants**

Adam Dworkin

CPA

188 Whiting Street

Suite 10

Hingham, MA 02043

781-556-5554

Adam@AKDConsultants.com

