Tabzoola

Free printable checklist

Client Review Binder Checklist

The ten sections of a wealth management review meeting binder.

☐ Tab 1 Client Profile

- ☐ Household details
- ☐ Risk profile
- ☐ Investment policy statement

☐ Tab 2 Account Summary

- ☐ Accounts and balances
- ☐ Recent statements

☐ Tab 3 Investment Performance

- ☐ Returns for the period
- ☐ Comparison to benchmarks

☐ Tab 4 Asset Allocation

- ☐ Current versus target allocation
- ☐ Rebalancing notes

☐ Tab 5 Tax Planning

- ☐ Realized gains and losses
- ☐ Required minimum distribution schedule

☐ Tab 6 Estate Planning

- ☐ Summary of wills and trusts
- ☐ Beneficiary review

☐ Tab 7 Insurance Review

- ☐ Policies in force
- ☐ Coverage gaps

☐ Tab 8 Retirement Analysis

- ☐ Income projections
- ☐ Social Security timing

☐ Tab 9 Goals & Objectives

- ☐ Goals and time horizons
- ☐ Changes since the last review

☐ Tab 10 Action Items

- ☐ Decisions from this meeting
- ☐ Next steps and owners
- ☐ Next review date

A general organizing checklist, not legal, tax or financial advice. Follow your own firm's practice and your state's rules.