

WEALTH PLANNING CHECKLIST

At First Hawaiian Bank, we care about your financial well-being.

Experience has taught us that it's helpful to keep an inventory of your personal and professional financial information. Having all of your contact information, details of personal assets and other important planning documents in one place (or at least having knowledge of where they are) is an important first step toward achieving financial success for you and your family.

Please review the following wealth planning checklist to make sure all of your important contact information and planning documents are in order and easily accessible.

We'll help you take it from there.

Section One - Personal Information

Please complete the Personal Information section on pages 1-2.

- YOU AND YOUR SPOUSE** **IMMEDIATE FAMILY** **PROFESSIONAL CONTACTS**

Section Two - Financial Information

Please complete the Net Worth section on page 2-3 **AND** bring copies of the following documents:

Assets - Provide most recent statements

- DEPOSITORY ACCOUNTS** (bank statements) **REAL ESTATE AND OTHER TITLED PROPERTY**
- INVESTMENT ACCOUNTS** (brokerage, mutual funds, annuities) Tax assessed value and/or appraisal
- RETIREMENT ACCOUNTS** (401(k), 403(k), TSP, pension) Commercial real estate (leases, appraisal)

Business and/or Partnership Interests

- DETAIL OF OWNERS/PARTNERS** **BUSINESS TAX RETURN (LAST 2 YEARS)**
- ENTITY DOCUMENTS, INCLUDING ARTICLES, BY-LAWS, AND AGREEMENTS** **BUY-SELL AGREEMENTS**
- BUSINESS FINANCIAL STATEMENT OR REPORT** **BUSINESS SUCCESSION PLAN**

Liabilities - Provide a copy of notes or agreements

- CURRENT, LONG-TERM, AND CONTINGENT LIABILITIES**
- Mortgage and home equity loan information Promissory notes to others
- Personal loans, auto loans, lines of credit, credit cards Contingent liabilities, including guarantees on business loans/lines of credit
- Margin loans and stock-secured loans

Section Three - Cash Flow

Please complete the Cash Flow section on page 4 **AND** bring copies of the following documents:

INCOME

- Income Tax Returns (2 yrs)
- Pay Stubs (last 2)
- Social Security Benefits
- Pension Statements

EXPENSES

- Monthly or Annual Expenses

Section Four - Goals

Please complete the Goals section on page 5:

GOALS FOR THIS YEAR

GOALS FOR NEXT 10 YEARS

LONG-TERM GOALS

Section Five - Protection

Please complete the Protection section on page 6 **AND** bring copies of the following documents:

Life and Health Insurance - Provide summary pages

- LIFE INSURANCE**
- DISABILITY INSURANCE**
- LONG-TERM CARE INSURANCE**
- HEALTH INSURANCE**
- GROUP LIFE & DISABILITY INSURANCE**
- CREDIT INSURANCE (CREDIT CARD, MORTGAGE)**

Property and Casualty Insurance

- HOMEOWNER'S INSURANCE**
- AUTO INSURANCE**
- UMBRELLA INSURANCE**
- ERRORS & OMISSION, BUSINESS LIABILITY, COMMERCIAL REAL ESTATE, LIABILITY INSURANCE**

Section Six - Trust & Estate Planning (Insert)

Please complete the Trust and Estate Planning section on page 7-8 **AND** bring copies of the following documents:

- WILLS**
- ADVANCE HEALTH CARE DIRECTIVE**
- REVOCABLE AND IRREVOCABLE TRUSTS**
- DURABLE POWER OF ATTORNEY**
- DOCUMENTS PERTAINING TO FAMILY BUSINESSES, SUCH AS LIMITED PARTNERSHIPS OR LIMITED LLCs**
- ANY OTHER DOCUMENT WHICH YOU BELIEVE MAY AFFECT YOUR ESTATE PLAN**

Section Seven - Other

Please bring copies of the following documents if applicable:

- EMPLOYEE BENEFITS**
- VETERAN'S BENEFITS**
- DETAILS OF MILITARY SERVICE**
- FUNERAL ARRANGEMENTS**
 - Funeral Plans
 - Survivor Information
- SECURITY DEPOSITS**
- MEDICARE/MEDICAID INSURANCE**
- HEALTH SAVINGS ACCOUNT (HSA)**
- GIFT TAX RETURNS**
- Obituary Information**
- Burial/Cremation Instructions**