

the **Sexy** little book of **f**inance

Life Planning- Budgeting- Investments

Personal & Business

Sexy Finance Book?

THIS BOOK IS RATED "G" as in gee I wish I did this stuff sooner

One always feels sexier when you are successful in business and financially; it breeds confidence and a higher self-esteem - No matter what stage in life you are at, no matter how much or how little money you have, whether you're a family, individual, small or mid-size business. Success doesn't just happen-it takes good organizational skills, hard work, planning, review and changes when needed, **and a good book to help you get there.**

That Is Why *This Book Is A MUST*

4 things you need IN WRITING:

Your roadmap for personal & business success

1. A Life Plan (Estate)
2. A Budget/Retirement Budget
3. An investment Plan
4. Business Plan & Succession Plan

How lucky are you, my book covers all 4 and more...



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BOOK 1: Estate Planning *Control your destiny*

It's not just about dying and setting up your estate-it is about how you live before you die....

You work hard, save and invest wisely, but alas, you never thought about what happens to your family when you're dead if you are not prepared? Not exactly a pleasant thought (or one we think about on a regular basis), but a necessary one for sure. The consequences for not being prepared can be quite devastating. If you don't each have ¹health care and investment proxies, a valid specific will or trust. A valid will or trust is one that is signed, witnessed and notarized. Dyeing without a valid will or trust is referred to as dyeing intestate-without a will when your family goes to probate court, there is no direction (no will to read) so potentially the state takes over for all your affairs-not a pleasant process. You need to name your beneficiaries to all of your life insurance policies, 401K and IRA'S, savings, or any other financial or property you own. You need to change your will to match your beneficiaries as **your will overrides your beneficiary designations, this is very important especially in cases where there has been a divorce.** If you own a business, a succession plan is crucial-what happens to your business and family?

Most of the items in my book never happen until the need arises, generally through some type of crisis, family issues, law suits, hospital bills, divorce, death etc. Putting off these important decisions is (somewhat) understandable in today's busy environment with both spouses working, self-employment, kid's activities – I know, we have soccer, wrestling, baseball, basketball, dance , I'm self-employed and my wife works; like you, we need that 8th day just for us.

¹ Durable power of attorney (financial): Allows full or partial authority of an individual to make decisions and transact business on your be-half in the case of incapacitation. The appointment can be by will provisions, trust instruments, or court appointment. Durable power of attorney (health care): Allows full or partial authority of an individual to make decisions for health care in the event that you are unable to do so (you are incapacitated). The appointment can be by will provisions, trust instruments, or court appointment.

You need an **EASY to UNDERSTAND & EASY METHOD** for *investing, estate planning, and budgeting*.

My 4 step combined workbook will guide you through probate, trusts, understanding duties of executors and trustees, living wills, power of attorney's, budgeting, and investing in an easy fill-in-the-blanks approach. It starts with a plan (in writing); I made it real easy (Hint: just fill in the blanks) add a little knowledge (which I provide), common sense (you have to apply), and research (I show you where and how). Life changes happen all the time, you need all the information this book provides to make and update proper decisions on investments, estate planning, budgeting, retirement, **Medicaid, Medicare**, individual and business succession issues. This information is important for your accountant, your attorney, your broker, you, and your family. Financial success doesn't just happen; it takes hard work, good organizational skills, planning, execution, review, and revision when necessary. I have provided direct links for Medicare/Medicaid, Gift Tax, Estate Tax, State Gift and Estate Tax, Tax Tables, Nursing Home Search, Social Security Enrollment, and a whole lot more. I prefer financial **SUCCESS** to financial **STREES**. So let's get started.

TAKE YOUR FINANCES, YOUR ESTATE, YOUR BUSINESS AND YOURSELF TO A NEW LEVEL

It's not just your future, or your money, it is preparing your family for their future without you

Estate Planning Checklist: *personal and business*

The first item that you will need to complete is the estate-planning checklist, which you will find on the next page. You should make copies for changes and updates to your plans and budgets. Put this information in a separate book for your records.

You need to have a current will or trust, establish your living wills, make provisions for executor/executrix of your estate and business, assign a guardian for your children (in the event of simultaneous deaths), name all beneficiaries, and assign any successor trustees (like a bank trust department). Wills, which only become effective after death, and can take 6 months or longer to complete, are public information and anybody can see them. Wills and trusts should be reviewed every three to five years.

Furthermore, a will (or no will-dying intestate) does not provide for incapacitation (the ability to make short-or long-term decisions for yourself; it becomes court appointed in which case the court makes financial decisions on your behalf. So you need proper health and investment proxies, and power of attorney's for you and your spouse (each of you has one) and your business to provide direction for and control of your financial decisions.

You will also need the following:

- Safekeeping for children's, you, and your spouse's original birth certificates
- ² Life insurance for estate taxes and living expenses for surviving spouse
- A copy of your trust or will with all proper insurance policy numbers, brokerage accounts, bank accounts, annuities, and any other investments deemed important—and a video of your wishes to leave no doubt of your intentions—with your attorney or executor
- Life insurance on children (to guarantee insurability)
- Long-term health care provisions, durable power of attorney's for health and investment directives, living wills, you each have to have these items as separate proxies
- Updated adequate homeowner's insurance to reflect current market price
- Mortgage insurance—sometimes a regular life insurance term policy may be less expensive
- Umbrella policy(s) for additional liability coverage on your real estate properties
- Stocks, bonds, and mutual funds (if you own certificates, put them in street name with a brokerage firm Street name means that you hold your securities and stock certificates in a brokerage account versus in your safe deposit box.
- Disability insurance, find out how much it costs and covers and for how long
- Long-term care policies for financial help for nursing home or assisted living facilities
- IRA, life insurance, or other qualified plans—make sure beneficiaries match your will or trusts
- Out-of-state property (find out probate rules and whether it's in trust)
- Safe-deposit box or in home safe with copies of social security numbers and birth certificates
- Business succession plan, key-man insurance, buy-sell agreements-determine who takes over in the event of your death
- Current budget review as needed at least annually
 - Current retirement budget review at least annually
 - Review wills and trusts every 3 to 5 years as the laws and your circumstances may have changed
- A filing system that identifies all categories such as auto, insurance, expenses, credit cards, investments, receipts, and any other pertinent information

² Page 29-How Much Life Insurance Do You Need?

Quick-Reference Contact Information

	Doctor	Pediatrician	Dentist
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Executor	Guardian(s)	Lawyer
Name	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Accountant	Funeral director	Bank safe deposit/number
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

Additional Items for Business:

	Suppliers	Bank/Credit Line	Loans
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Credit Card Processor	401K/SEP	Health Care Provider
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

Other: School. School nurse, nursing home, hospital, broker, insurance company/agent, Cable Company, electric/gas/oil company emergency numbers, pharmacy

Notes:

Personal/Business Information

This important information will help you establish guidelines for your estate. It will also help you understand the roles of executor, executrix, and guardians; summarize your investments, real estate, and other valuables; and learn what wills and trusts can do for you, your family and your business. This information can also assist your financial adviser, accountant, and attorney for drafting your will or trust.

SECTION 1: PERSONAL/BUSINESS INFORMATION

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- A copy of your trust or will with all proper insurance policy numbers, brokerage accounts, bank accounts, annuities, and any other investments deemed important—and a video of your wishes to leave no doubt of your intentions—with your attorney or executor
- Life insurance on children (to guarantee insurability)
- Long-term health care provisions, durable power of attorney's for health and investment directives, living wills, you each have to have these items as separate proxies
- Updated adequate homeowner's insurance to reflect current market price
- Mortgage insurance –sometimes a regular life insurance term policy may be less expensive
- Umbrella policy(s) for additional liability coverage on your real estate properties
- Stocks, bonds, and mutual funds (if you own certificates, put them in street name with a brokerage firm Street name means that you hold your securities and stock certificates in a brokerage account versus in your safe deposit box.
- Disability insurance, find out how much it costs and covers and for how long
- Long-term care policies for financial help for nursing home or assisted living facilities
- IRA, life insurance, or other qualified plans—make sure beneficiaries match your will or trusts
- Out-of-state property (find out probate rules and whether it's in trust)
- Safe-deposit box or in home safe with copies of social security numbers and birth certificates
- Business succession plan, key-man insurance, buy-sell agreements-determine who takes over in the event of your death
- Current budget review as needed at least annually
 - Current retirement budget review at least annually
 - Review wills and trusts every 3 to 5 years as the laws and your circumstances may have changed
- A filing system that identifies all categories such as auto, insurance, expenses, credit cards, investments, receipts, and any other pertinent information

⁴ Page 29-How Much Life Insurance Do You Need?

Quick-Reference Contact Information

	Doctor	Pediatrician	Dentist
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Executor	Guardian(s)	Lawyer
Name	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Accountant	Funeral director	Bank safe deposit/number
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

Additional Items for Business:

	Suppliers	Bank/Credit Line	Loans
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

	Credit Card Processor	401K/SEP	Health Care Provider
Name	_____	_____	_____
Address	_____	_____	_____
City, state, ZIP	_____	_____	_____
Phone	_____	_____	_____
Fax	_____	_____	_____
Pager	_____	_____	_____
E-mail	_____	_____	_____
Cell phone	_____	_____	_____

Other: School. School nurse, nursing home, hospital, broker, insurance company/agent, Cable Company, electric/gas/oil company emergency numbers, pharmacy

Notes:

Personal/Business Information

This important information will help you establish guidelines for your estate. It will also help you understand the roles of executor, executrix, and guardians; summarize your investments, real estate, and other valuables; and learn what wills and trusts can do for you, your family and your business. This information can also assist your financial adviser, accountant, and attorney for drafting your will or trust.

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