# Annual Service Calendar

## Annual Service & Communications Calendar

*Couple with jobs and small business*

| JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|---|---|---|---|---|---|
| Review Prior Year Goals & Action Items<br>*Look Back* | Salary Benchmark | Small Business - Cash Flow and Expense Tracking | Check Credit Score<br>*Equifax* | Budget & Cash Flow | Student Loan & Consumer Debt Assessment |
| Update Goals & Financial Planning Projections<br>*Look Forward* | Gather Tax Documents<br>*1099s Released* | File Tax Return | Qualified Retirement Account Contributions<br>*IRA, Roth IRA, SEP* | Life & Disability Insurance | Small Business - Retirement Plan and Benefits |
| Quarterly Projections & Estimated Tax Payments<br>*January 15th* | Schedule Appointment w/ CPA | Review 401(k) Fund Menu | Quarterly Projections & Estimated Tax Payments<br>*April 15th* | Upload Completed Tax Return<br>*Federal, State, Schedules, Vouchers* | Quarterly Tax Projections & Estimated Tax Payments<br>*June 15th* |
| Rebalance 401(k) & Investment Accounts | **Meeting #1** | 401(k) Deferral Review | Rebalance 401(k) & Investment Accounts | **Meeting #2** | |
| *RECURRING* | | | | | |
| Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter |

| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|
| Real Estate & Homeowner Analysis | Check Credit Score<br>*TransUnion* | Quarterly Tax Projections & Estimated Tax Payments<br>*September 15th* | Life Planning | Budget & Cash Flow | Check Credit Score<br>*Experian* |
| Rebalance 401(k) & Investment Accounts | Career Development / Resume Update | Small Business - Cash Flow and Expense Tracking | Employee Benefits Review Open Enrollment | Use it or Lose it FSA & HSA Planning | Emergency Reserves Update<br>*Savings Account APRs* |
| Educational Webinar<br>*Financial Planning* | **Meeting #3** | Capital Gain and Loss Harvesting | Rebalance 401(k) & Investment Accounts | Mutual Fund Distributions | End-Of-Year Tax Planning Review |
| | Roth Conversion & Rollover Opportunities | Investment Analysis & Risk Assessment | Client Networking Event | **Meeting #4** | Charitable Giving<br>*Cash, Stock or Payroll* |
| *RECURRING* | | | | | |
| Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter |

| **LEGEND** | Financial Planning | Income Tax Planning | Investment Planning | Event/Education | Meeting/Contact |
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# Annual Service Calendar

## Annual Service & Communications Calendar

*Family with young children, jobs, and rental properties*

| JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|---|---|---|---|---|---|
| Review Prior Year Goals & Action Items<br>*Look Back* | Salary Benchmark | Rental Property Cash Flow and Tax Assessment | Check Credit Score<br>*Equifax* | Budget & Cash Flow | Student Loan & Consumer Debt Assessment |
| Update Goals & Financial Planning Projections<br>*Look Forward* | Gather Tax Documents<br>*1099s Released* | File Tax Return | Qualified Retirement Account Contributions<br>*IRA, Roth IRA, SEP* | 529 Plan Assessment | Life & Disability Insurance Assessment |
| Quarterly Projections & Estimated Tax Payments<br>*January 15th* | Schedule Appointment w/ CPA | Review 401(k)<br>Fund Menu | Quarterly Projections & Estimated Tax Payments<br>*April 15th* | Upload Completed Tax Return<br>*Federal, State, Schedules, Vouchers* | Quarterly Tax Projections & Estimated Tax Payments<br>*June 15th* |
| Rebalance 401(k) & Investment Accounts | **Meeting #1** | 401(k) Deferral Review | Rebalance 401(k) & Investment Accounts | **Meeting #2** | |
| | | *RECURRING* | | | |
| Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter |

| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|
| Real Estate & Homeowner Analysis | Check Credit Score<br>*TransUnion* | Quarterly Tax Projections & Estimated Tax Payments<br>*September 15th* | Life Planning | Budget & Cash Flow | Check Credit Score<br>*Experian* |
| Rebalance 401(k) & Investment Accounts | Career Development / Resume Update | Rental Property Cash Flow and Tax Assessment | Employee Benefits Review<br>Open Enrollment | Use it or Lose it FSA & HSA Planning | Emergency Reserves Update<br>*Savings Account APRs* |
| Educational Webinar<br>*Financial Planning* | **Meeting #3** | Capital Gain and Loss Harvesting | Rebalance 401(k) & Investment Accounts | Mutual Fund Distributions | End-Of-Year<br>Tax Planning Review |
| | Roth Conversion & Rollover Opportunities | Investment Analysis & Risk Assessment | Client Networking Event | **Meeting #4** | Charitable Giving<br>*Cash, Stock or Payroll* |
| | | *RECURRING* | | | |
| Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter | Monthly Newsletter |

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|---|---|---|---|---|---|
| **LEGEND** | Financial Planning | Income Tax Planning | Investment Planning | Event/Education | Meeting/Contact |