

HM Payson

Income & Expense Worksheet

Instructions for use:

Please do not hesitate to ask questions as you are filling out the form.

- If you require additional space when completing this form, please attach additional pages.
- A recent version of Adobe Reader is required to enter and save data in the form electronically.
- To protect your privacy, please return the completed form to us by mail or secure email.
- Secure email can be sent through the H.M. Payson website: <http://www.hmpayson.com/about-us/contact-us/>

All information collected throughout this questionnaire is kept strictly confidential.

INCOME & EXPENSES

Enter **either** the monthly or annual amount in each category.

INCOME		MONTHLY	ANNUAL
Salary/Business Income			
	Salary/Basic Earnings	<i>You</i>	
		<i>Your Spouse/Partner</i>	
	Bonuses and/or Overtime	<i>You</i>	
		<i>Your Spouse/Partner</i>	
	Net Business Income		
	Net Rental/Partnership Income		
Investment Income			
	Interest		
	Dividends		
Retirement Income			
	Pensions and/or Annuities	<i>You</i>	
		<i>Spouse/Partner</i>	
	Social Security	<i>You</i>	
		<i>Your Spouse/Partner</i>	
Other			
	Gifts of Money		
	Alimony		
	Child Support		
	Federal/State Tax Refund		
	Other _____		

NON-DISCRETIONARY EXPENSES - FIXED		MONTHLY	ANNUAL
Income Taxes			
	Income Taxes - State		
	Income Taxes - Federal		
Primary Residence*			
	Mortgage Payment or Rent		
	Condo/Association Fee		
	Real Estate Taxes		
	Homeowner's Insurance Premium		
Personal Property			
	Personal Property Taxes (Car, Boat etc.)		
	Auto Insurance Premium		
	Auto Registration & Fees		

*Expenses related to additional properties should be listed under Discretionary Expenses.

INCOME & EXPENSES

Enter **either** the monthly or annual amount in each category.

NON-DISCRETIONARY EXPENSES - FIXED (CON'T)		MONTHLY	ANNUAL
Insurance Premiums			
	Health & Dental Insurance Premium	_____	_____
	Disability Insurance Premium	_____	_____
	Long Term Care Insurance Premium	_____	_____
	Life Insurance Premium	_____	_____
Loans/Savings			
	Loan Payment-Car	_____	_____
	Loan Payment-Other	_____	_____
	Savings – Retirement*	_____	_____
	Savings – Non-Retirement	_____	_____
Other			
	Other _____	_____	_____

EXPENSES- NON-DISCRETIONARY VARIABLE		MONTHLY	ANNUAL
Household			
	Groceries	_____	_____
	Clothing Purchases	_____	_____
	Family Care Expenses (Day Care etc.)	_____	_____
	Household Maintenance & Repair	_____	_____
Utilities/Primary Residence **			
	Electricity	_____	_____
	Natural Gas/Oil	_____	_____
	Water & Sewer	_____	_____
	Cable & Internet	_____	_____
	Phone - Cell & Landline	_____	_____
Transportation			
	Gas, Parking & Tolls	_____	_____
	Car Repairs	_____	_____
Medical/Dental			
	Medical Expenses - Co-pays etc.	_____	_____
	Dentist Fees	_____	_____
	Prescription Fees	_____	_____
Professional Fees			
	Attorney Fees	_____	_____
	Financial Advisor	_____	_____
	Accountant + Tax Preparation Fees	_____	_____

*Employer contributions to retirement plans should be noted in the Retirement Planning section of the questionnaire

**Expenses related to additional properties should be listed under Discretionary Expenses.

INCOME & EXPENSES

Enter **either** the monthly or annual amount in each category.

DISCRETIONARY EXPENSES	MONTHLY	ANNUAL
Household & Personal Care		
Household Supplies	_____	_____
Dry Cleaning/House Cleaning	_____	_____
Personal Care (Hair, Nails etc.)	_____	_____
Pet Related Expenses	_____	_____
Education	_____	_____
Dining Out	_____	_____
Recreation & Entertainment		
Entertainment & Hobbies	_____	_____
Membership Fees & Club Dues	_____	_____
Books, Magazines, Newspapers, Subscriptions	_____	_____
Vacation & Travel	_____	_____
Gifts-Personal & Charitable		
Charitable Gifts	_____	_____
Personal Gifts	_____	_____
Vacation Home Expenses		
Mortgage/Rent	_____	_____
Real Estate Taxes	_____	_____
Insurance	_____	_____
Utilities	_____	_____
Maintenance	_____	_____
Miscellaneous	_____	_____
Other		
Other - Miscellaneous	_____	_____
Bank & Credit Card Charges	_____	_____
Other _____	_____	_____
Other _____	_____	_____