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First Meeting With a Financial Advisor — Information Template

Meeting with a financial advisor for the first time can feel overwhelming. This template makes sure you are prepared, confident, and able to capture the critical details. By filling this out, you will walk into your meeting with clarity and walk out with actionable next steps.

Personal Information

Name: ....

Date of Meeting: ....

Advisor s Name & Firm: ....

Contact Info (Email / Phone): ....

Financial Snapshot

Income (annual): ....

Savings (cash/emergency fund): ....

Debt (loans, credit, mortgage): ....

Retirement Accounts (401k, IRA, etc.): ....

Other Investments (brokerage, real estate, alternatives): ....

Insurance Coverage (life, disability, health): ....

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Goals & Priorities

Short-Term Goals (1 3 years): ....
: ....

Medium-Term Goals (3 7 years): ....
: ....

Long-Term Goals (7+ years): ....
: ....

Questions to Ask the Advisor

Are you a fiduciary (legally required to put my interests first)?

How do you get paid (fees, commissions, flat rate)?

What services are included (investment, tax planning, estate planning)?

How often will we meet and review progress?

Do you have experience with clients like me (income level, career stage, family situation)?

: **Add your own:** ....

Action Items / Notes

: ....
: ....
: ....
: ....
: ....
: ....
: ....
: ....

Your first advisor meeting sets the tone for your financial journey. By organizing your financial picture, setting goals, and asking the right questions, you will quickly see if this advisor is a good fit. Remember: you are not just looking for answers; you are evaluating whether this is the right partnership for your future.