

Year-End Financial Planning Prep Checklist

What to Organize Before Year-End Decisions Begin

Preparing early can help you make more informed and intentional decisions later in the year.

1. Income & Cash Flow Overview

	Review year-to-date income (salary, bonuses, side income)
	Estimate total income for the full year
	Identify any expected changes before year-end
	Review monthly expenses and spending patterns
	Note any large upcoming expenses

2. Savings & Emergency Fund

	Review current savings balances
	Confirm how many months of expenses are set aside
	Identify opportunities to increase savings before year-end
	Check contributions to short-term goals (travel, home, etc.)

3. Retirement Contributions

	Review current contributions to retirement accounts (401(k), IRA, etc.)
	Estimate total contributions by year-end
	Determine if you're on track with your savings goals
	Check if contribution limits have been reached or can be adjusted

4. Investments & Portfolio Review

	Review overall asset allocation
	Identify any significant changes in your portfolio this year
	Note any accounts that may need rebalancing
	Gather recent statements for all investment accounts

5. Tax Planning Preparation

	Estimate year-to-date taxable income
	Gather documents related to income, deductions, and credits
	Identify any major financial events (home purchase, sale, etc.)
	Consider potential tax-related questions for a professional
	Review withholding or estimated payments

6. Benefits & Workplace Elections

- Review current workplace benefits (health, retirement, etc.)
- Note any upcoming open enrollment deadlines
- Consider any anticipated changes for next year
- Gather plan details and current elections

7. Debt & Credit Review

- List current debts (mortgage, student loans, credit cards, etc.)
- Review interest rates and payment schedules
- Check credit score and recent activity
- Identify opportunities to reduce or refinance debt

8. Insurance Coverage Check

- Review current insurance policies (life, health, disability, property)
- Confirm coverage aligns with current needs
- Note any life changes that may require updates
- Gather policy documents and contact information

9. Major Life Changes & Goals

- Reflect on any major life events this year (marriage, children, job change)
- Consider upcoming changes in the next 1–2 years
- Revisit short- and long-term financial goals
- Identify areas where priorities may have shifted

10. Financial Organization

- Organize financial documents in one place (digital or physical)
- Update account logins, beneficiaries, and contact details
- Confirm important documents are accessible
- Create a list of accounts and key financial contacts

Getting organized now can help simplify year-end decisions and reduce last-minute stress. This checklist is designed to help you prepare, not predict outcomes or guarantee results, so you can approach planning with greater clarity.

If you'd like help reviewing these areas or preparing for year-end decisions, a financial professional can help provide additional perspective based on your individual situation.



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