

HOW TO USE YOUR FINANCIAL CHECKLIST & CALENDAR

Financial success doesn't just happen by merely wishful thinking.

It takes disciplined diligence, intentional planning, and consistent execution. And that's exactly why we created this annual financial checklist and calendar that includes actionable steps for you to complete throughout the year to stay on top of managing your finances.

Here are some tips to get the most use from this checklist throughout the year:

- Print it out. Stick it on your fridge, set it on your desk, or place it wherever you will see it frequently to remind yourself to complete your monthly financial action items.
- Don't like paper? Set the checklist as your desktop wallpaper.
- Enter the deadlines and tasks into your digital calendar.
- Partner up with a friend, family, or colleague to keep each other accountable for following through each month's tasks.

What's included in the calendar and checklist:

- ✓ Tax deadlines
- ✓ Contribution limits to specific retirement accounts
- ✓ Reminders to schedule financial review meetings
- ✓ Checklists of topics to discuss and review throughout the year
- ✓ U.S. bank and market holidays

Lastly, if you need further financial guidance to get ahead, we welcome you to ***schedule a comprehensive consultation with one of our investment advisors.*** [CLICK HERE](#) to schedule that meeting.

We look forward to working with you and contributing to your success!

Helen Ngo, CFP®
CEO & Founder
Investment Advisor

FINANCIAL CHECKLIST & CALENDAR

First 6 Months of the Year:

JAN	FEB	MAR
<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule financial planning & investment review meeting with your investment advisor. <input type="checkbox"/> Review last quarter's financial tasks that are still outstanding. <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Year's Day* <input type="checkbox"/> Martin Luther King Jr. Day* <input type="checkbox"/> Jan 31: Deadline to get W-2s, 1099s, other tax forms 	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin gathering and organizing your tax forms into a folder. <input type="checkbox"/> By Feb 15: Schedule a meeting with your CPA/tax advisor or set a date on your calendar to prepare your own taxes if you don't have a professional tax advisor. <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> President's Day* 	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By Mar 5: Make sure all tax forms are received from your employer and financial institutions to begin preparing your taxes.
APR	MAY	JUN
<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review your tax filing and prepare to submit your final draft. <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apr 15: Deadline to file personal taxes or an extension + Contributions to a Roth IRA, Traditional IRA, and SEP IRAs must be postmarked by this date to count as a contribution for the prior year <input type="checkbox"/> Good Friday* 	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By May 30: Check your calendar and schedule mid-year financial progress review meeting with your investment advisor <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Memorial Day* <input type="checkbox"/> By mid-May: if you contributed to an IRA last year, expect to receive the IRS Form 5498 confirming your contribution amount(s) 	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By Jun 30: review your year-to-date taxes paid and contributions to retirement accounts (refer to your last two pay stubs) <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Juneteenth*

**US financial markets are closed*

OTHER IMPORTANT TO-DOs BEFORE SUMMER ENDS:

- 1.
- 2.
- 3.

FINANCIAL CHECKLIST & CALENDAR

Final 6 Months of the Year:

JUL	AUG	SEP
<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review your year-to-date total spending and savings plan. <input type="checkbox"/> Schedule financial planning & investment review meeting with your investment advisor. <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> ○ Independence Day* 	<p style="text-align: center;"><i>Enjoy the final month of summer!</i></p>	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By Sep 30: review your year-to-date taxes paid and contributions to retirement accounts (refer to your last two pay stubs) <input type="checkbox"/> Review your calendar to schedule year-end meeting with your investment advisor and CPA/tax advisor <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> ○ Labor Day*
OCT	NOV	DEC
<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule a meeting with your investment advisor to review your progress in meeting your annual retirement savings goals, investment performance, and other financial goals before the year ends. <input type="checkbox"/> Determine whether you need to contribute to your Roth IRA or Traditional IRA. <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> ○ Oct 17: If you filed a personal tax extension, today's the deadline. ○ Columbus Day** 	<p>TO-DO:</p> <ul style="list-style-type: none"> <input type="checkbox"/> By Nov 15: Create a spending plan for the holidays <input type="checkbox"/> Review your list of year-end financial deadlines to meet <input type="checkbox"/> If you are looking for a new CPA/tax advisor, start "shopping" for one now to prepare for tax season <input type="checkbox"/> Determine how much you want to gift to charity by Nov 30th <p>DATES & DEADLINES:</p> <ul style="list-style-type: none"> ○ Veterans' Day** ○ Thanksgiving Day* 	<p>TO-DO by Dec 15th:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact your investment advisor to schedule your financial planning & investment review meeting in preparation for next year. <input type="checkbox"/> Determine how much more you need to contribute to your retirement accounts to meet your annual savings goal. <p>DEC 31 IS THE LAST DAY TO:</p> <ul style="list-style-type: none"> ○ Contribute to 401k, 403b, TSP ○ Make a charitable contribution ○ Roth IRA conversions ○ Christmas Day*

*U.S. bank & financial markets are closed
**Only U.S. banks are closed

OTHER IMPORTANT TO-DOs BEFORE THE YEAR ENDS:

- 1.
- 2.
- 3.

FINANCIAL REMINDERS & ACTION ITEMS

Meetings scheduled with your Investment Advisor and Tax Advisor:

- Meeting Date: _____ Meeting Type: In-person Phone Video
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- Meeting Date: _____ Meeting Type: In-person Phone Video
- Meeting Date: _____ Meeting Type: In-person Phone Video

Below are areas of financial planning to cover throughout the year. Use the list as a guide to plan your finances.

(Note: not all areas will apply to you)

FINANCIAL PLANNING

- Retirement
 - contributions for the year
 - withdrawals/distributions
 - which type of account to open
 - am I on track to meet my annual goals?
- Taxes
 - significant life changes
 - schedule meeting with CPA & investment advisor
 - year-to-date paid in taxes
- Cash flow
 - review pay stubs
 - expenses (new, expiring, eliminate)
 - emergency savings (progress + maintenance)
 - comprehensive budget review
- Net worth
- Estate (wills, trusts, POAs, inheritances, etc.)
- Charitable giving
- Education planning
- Debt
- Home
 - buy or sell
 - investment properties
 - renovations + other projects
 - financing options
 - HOAs dues + maintenance expenses

INVESTMENT PLANNING

- Portfolio allocation
 - rebalancing your accounts & assess diversification
- Investment Policy Questionnaire
 - determine your investment return-risk profile
- Market/economy
 - current vs anticipated
- Types of accounts to open
- Contributions to various accounts

TAX DEADLINES:

For Individuals & Businesses:

- April 15: tax filing deadline for everyone
- April 15: deadline to file an extension, make contributions to your IRA and H.S.A. for the previous year, and remove any excess contributions from your IRAs
- Important: An extension to file is *not* an extension to pay taxes if you owe any.

For Business Owners:

- April 14: make contributions for the prior year for Solo 401(k), SEP IRA, SIMPLE IRA
- Jan 15 // Apr 18 // Jun 15 // Sep 15: Quarterly tax estimates due
- Sep 15: final deadline to file business tax returns for the year 2021 if an extension was filed
- Oct 1: last day to open new SIMPLE IRA, Solo 401(k), or regular 401(k)
- Oct 15: last day to fund SEP IRA or Solo 401(k) for tax year 2021 if you filed an extension

For Individuals:

- Oct 15: final deadline to file personal tax returns for if an extension was filed

2024 RETIREMENT PLAN CONTRIBUTION LIMITS

The following limits to each retirement plan type represent the maximum amount you can contribute for the year 2024.

Account Type	Total Amount You Can Contribute for the Year if you are ... <i>Under Age 50</i>	Total Amount You Can Contribute for the Year if you are ... <i>Age 50 and older</i>
Roth IRA / Traditional IRA	\$7,000	\$8,000 <i>(includes \$1,000 catchup contribution)</i>
401(k), 403(b), TSP, 401(a), 457: Employee Deferral	\$23,000	\$30,500 <i>(includes \$7,500 catchup contribution)</i>
SIMPLE IRA	\$16,000	\$19,500 <i>(includes \$3,500 catchup contribution)</i>

401(k), 403(b), TSP, 401(a), 457 Plans:

- Total Contribution Limit (includes employee deferrals + employer matching and profit-sharing contributions): \$69,000

Roth IRA Contribution Rules – Income Phaseout

You cannot contribute directly to a Roth IRA if your Modified Adjusted Gross Income (MAGI) falls within these ranges based on your tax filing status (income phase out ranges):

- Single: \$146,000 to \$161,000
- Married Filing Separately: \$0 to \$10,000
- Married Filing Jointly: \$230,000 to \$240,000

If you expect your income to surpass these limits and you want to contribute to the Roth IRA, consider doing a Roth conversion. A penalty of 6% is assessed on the amount you contribute if you do not follow these rules for Roth contributions.

Mark your calendars for these holidays when banks and the financial markets are closed in the U.S. On these dates, no financial transactions can be placed including making deposits, withdrawals, and trades.

Dates U.S. financial markets are closed in 2024:

- New Year's Day – Mon, Jan 1
- Martin Luther King Jr. Day – Mon, Jan 15
- President's Day – Mon, Feb 19
- Good Friday – Fri, Mar 29
- Memorial Day – Mon, May 27
- Juneteenth National Independence Day – Wed, June 19
- Independence Day – Thu, July 4
- Labor Day – Mon, Sept 2
- Thanksgiving Day – Thu, Nov 28
- Christmas Day – Wed, Dec 25

Dates U.S. banks are closed in 2024

- New Year's Day – Mon, Jan 1
- Martin Luther King Jr. Day – Mon, Jan 15
- President's Day - Mon, Feb 19
- Memorial Day – Mon, May 27
- Juneteenth National Independence Day – Wed, June 19
- Independence Day - Thu, July 4
- Labor Day – Mon, Sept 2
- Columbus Day – Mon, Oct 14
- Veteran's Day – Mon, Nov 11
- Thanksgiving Day - Thu, Nov 28
- Christmas Day – Wed, Dec 25