

PERSONAL FINANCIAL ASSESSMENT



BALANCE



BALANCE offers financial information and counseling nationwide to help individuals and families make the most of their money. We offer solutions for those experiencing a financial crisis, suggestions and guidance for those facing money challenges, and practical information for those considering financial opportunities. Each year, we help thousands achieve their financial goals.

During this call, you can expect to receive thorough, non-judgmental counseling. The session will include a discussion of your current situation and your concerns, including a review of your income, expenses and debt, an explanation of your options, and an action plan.

If you are having trouble keeping up with your bills, one of your options might be consolidation of your bill payments. Our Debt Management Plan allows you to make one payment to all your creditors through us. We will also negotiate with your creditors to stop collection action, lower payments and, in some cases, reduce or eliminate interest and fees.



Assets

Please use this worksheet to record your existing financial situation. There is no need to mail this form back to us. During the call, the counselor will ask you what you entered for each category, and will use this information to offer solutions and suggestions to help you master your money. Calculate your monthly income. Please enter your gross pay (before taxes and other deductions) and your net pay (face value of your check). Include variable income received each month, such as commissions, as well as periodic income, such as a large tax refund or bonus. This will have to be divided by 12 to get the monthly figure.

| Monthly income | Gross income | Net income | Partner's gross | Partner's net |
|-------------------------------------|--------------|------------|-----------------|---------------|
| Income source/employer | | | | |
| Part time employer/second job | | | | |
| Retirement/pension | | | | |
| Child support/alimony | | | | |
| Social security | | | | |
| Food stamps | | | | |
| Unemployment insurance | | | | |
| Support from family/friends | | | | |
| Rental income | | | | |
| Other income (variable or periodic) | | | | |
| Other income (variable or periodic) | | | | |
| Total monthly income | | | | |

| Assets & liabilities | Present value | Amount owed | Monthly payment |
|--|---------------|-------------|-----------------|
| Home Mortgage | | | |
| Second Mortgage | | | |
| Other Mortgage/HELOC | | | |
| Vehicle Payment #1 | | | |
| Vehicle Payment #2 | | | |
| Property/Land | | | |
| 401(k)/403(b) Loan | | | |
| Other Payments (e.g. vessel, RV, timeshare, additional vehicles, etc.) | | | |
| Total assets & liabilities | | | |

| Other investments | Present value | Monthly contribution | Proposed contribution |
|--------------------------------|---------------|----------------------|-----------------------|
| 401(K)/403(b) contribution | | | |
| Savings account | | | |
| IRA | | | |
| Money market/stocks/CD | | | |
| Cash value life insurance | | | |
| Other | | | |
| Total other investments | | | |

Don't forget to include your payroll deducted 401(k) – 403(b) contributions

Monthly Expenses

For all categories that apply to you, enter the monthly amount you spend. Many expenses fluctuate each month and will need to be averaged. Other expenses may be periodic (such as insurance, vehicle registration and taxes). Calculate the annual amount and divide by 12.

| Housing | Current | Proposed |
|-------------------------------------|---------|----------|
| Mortgage/rent | | |
| 2nd mortgage/equity line | | |
| Homeowner's/renter's insurance | | |
| Property taxes | | |
| Condo fees/HOA dues | | |
| Home maintenance | | |
| Lawn/garden/pool | | |
| Monitored alarm | | |
| Gas/electric (averaged) | | |
| Water/sewer/garbage | | |
| Landline/cell phone | | |
| Cable/satellite | | |
| Internet | | |
| Food | | |
| Groceries/household items | | |
| Food at work/school | | |
| Dining out | | |
| Alcohol/cigarettes | | |
| Medical | | |
| Doctor/chiropractor | | |
| Optometrist/lenses | | |
| Dentist/orthodontist | | |
| Prescriptions | | |
| Health/dental/vision insurance | | |
| Life/disability insurance | | |
| Transportation | | |
| Vehicle payment #1 | | |
| Vehicle payment #2 | | |
| Auto insurance | | |
| DMV registration | | |
| Gasoline/oil | | |
| Maintenance/repairs | | |
| Public transportation/tolls/parking | | |

| Miscellaneous obligations | Current | Proposed |
|---------------------------------|---------|----------|
| Federal tax repayment | | |
| State tax repayment | | |
| Student loans | | |
| Union dues | | |
| Child support/alimony | | |
| Personal | | |
| Beauty/barber | | |
| Clothing/jewelry | | |
| Cosmetics/manicure | | |
| Laundry/dry cleaning | | |
| Entertainment | | |
| Movies/concerts/theater | | |
| Books/magazines/newspapers | | |
| CD/DVD | | |
| Sports/hobbies/memberships | | |
| Vacations/travel | | |
| Miscellaneous | | |
| Childcare/daycare/babysitting | | |
| Tuition/lessons | | |
| Pet care | | |
| Storage fees | | |
| Banking fees | | |
| Postage | | |
| Holiday/birthday/gifts | | |
| Charity/religious contributions | | |
| Other | | |
| Savings | | |
| Emergency/misc. Savings | | |

Current Debts

Please list all unsecured debts with balances over \$100. Do not include mortgage, vehicle or student loans. List these loans in the appropriate categories on the previous expense information page. Please have your current creditor statements available during your counseling session.

| Name of creditor | Account number | Months late | Current balance | Current payment | Interest rate |
|------------------|----------------|-------------|-----------------|-----------------|---------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

Agreement

Please read the following statements carefully. At the time of your counseling session, your verbal acceptance of this agreement will be requested.

- I understand BALANCE will provide a personal money management consultation after which I will receive a written action plan consisting of recommendations for handling my finances, possibly including referrals to other services or agencies as appropriate.
- One of the possible outcomes of the consultation may be to repay my creditors through a Debt Management Plan. I understand that BALANCE and its affiliate companies receive funding from those creditors and that the Debt Management Plan serves the dual role of helping me repay my debts and helping creditors collect the money owed them.
- A counselor may answer questions regarding financial issues, but not give legal advice.
- At some point in the future, information discussed in the counseling session, or obtained from my credit report, may be used for confidential research and/or a neutral third party may contact me to request an evaluation of the agency's services.
- I hold BALANCE, its employees, agents and volunteers harmless from any claim, suit, action or demand of my creditors, myself or any other person resulting from advice or counseling.
- I understand that unless I choose to "opt-out," the agency will, if asked by my creditors, verify my appointment as well as the date and results of that appointment. I further understand that I have the right to "opt-out" of having this information shared by calling the BALANCE "opt-out" line (888.440.4663).
- If referred by a financial institution – I understand that the results of the session will be shared with my referring institution, so that they may offer other services to assist me in achieving my financial goals.
- I authorize the agency to access my credit report for account verification and for confidential research in the future. I understand these reports being accessed will not have a detrimental effect on my credit score.

Facts: What Does BALANCE Do with Your Personal Information?

Why?

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number, name, address, assets, income and expenses
- Credit information and credit history information from credit reporting agencies
- Account balances, payment history, transactions and usage

How?

All financial companies need to share non-public personal information to run in their everyday business. In the section below, we list the reasons financial companies can share their non-public personal information; the reasons BALANCE chooses to share; and whether you can limit this sharing.

| Reasons we can share your personal information | Does share | Can you limit this sharing? |
|---|------------|-----------------------------|
| For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus | Yes | Yes |
| For our marketing purposes – to offer our products and services to you | No | N/A |
| For joint marketing with other financial companies | No | N/A |
| For our affiliates' everyday business purposes – information about your transactions and experiences | Yes | No |
| For our affiliates' everyday business purposes – information about your creditworthiness | No | N/A |
| For nonaffiliates to market to you | No | N/A |

To limit our sharing

- Call 888.440.4663 – our menu will prompt you through your choice(s)
- Please note: If you are a new customer, we can begin sharing your information 5 days from the date we sent this notice. When you are no longer our customer, we continue to share your information as described in this notice.
- However, you can contact us at any time to limit our sharing.

Questions?

Call 888.456.2227 or visit www.balancepro.org



| | |
|---|---|
| Who we are | |
| Who is providing this notice? | BALANCE |
| What we do | |
| How does BALANCE protect my personal information? | To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. |
| How does BALANCE collect my personal information? | We collect your personal information, for example, when you <ul style="list-style-type: none"> • Provide it orally, in writing via hard copy or web forms • Provide permission for us to access your credit report • Authorize a third party to provide it to us |
| Why can't I limit all sharing? | Federal law gives you the right to limit only <ul style="list-style-type: none"> • sharing for affiliates' everyday business purposes—information about your creditworthiness • affiliates from using your information to market to you • sharing for nonaffiliates to market to you <p>State laws and individual companies may give you additional rights to limit sharing.</p> |
| What happens when I limit sharing for an account I hold jointly with someone else? | The information shared on that account will be limited |
| Definitions | |
| Affiliates | Companies related by common ownership or control. They can be financial and nonfinancial companies. |
| Nonaffiliates | Companies not related by common ownership or control. They can be financial and nonfinancial companies. |
| Joint marketing | A formal agreement between nonaffiliated financial companies that together market financial products or services to you. |
| Other Important Information | |
| If you need intervention on your behalf with creditors through a Debt Management Plan, we will refer you to our affiliate, Consumer Credit Counseling Service of San Francisco. At that time you will become subject to their privacy policy. | |

PRIVACY POLICY IN PRACTICE

We are committed to the privacy of our clients. We realize that the concerns you bring to us are highly personal in nature and assure you that all information you share with us will be managed within legal and ethical considerations.

Your nonpublic personal information, such as your debt, income, living expenses and other information concerning your financial circumstances, will be provided to creditors and others only with your authorization.

Opting-out

You may opt-out of disclosures of your nonpublic personal information during your counseling session, or by calling 888.440.4663. If you choose to opt-out, we will not be able to answer questions from your creditors. If at any time, you change your mind and wish to opt-in to disclosure, you may call us at 888.440.4663.

Release of information to third parties

If you have not opted-out, we may disclose some or all the information that we collect to your creditors or third parties where we have determined that it would be helpful to you or would aid us in counseling you. Generally we will provide only the following information to your creditors if asked:

- Verification of appointment with us
- Date of counseling
- Outcome of counseling session

We may also disclose any nonpublic personal information about you to anyone as permitted by law (for instance, if we are compelled by legal process).

We may compile data and aggregate information that you give to us, but this information may not be disclosed in a manner that would personally identify you in any way.

We restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.



Call BALANCE toll-free:
888.456.2227

Explore a wealth of resources available online:
www.balancepro.org

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www.twitter.com/BAL_Pro