

# ACHIEVE THE RETIREMENT YOU WANT

## BUILD YOUR ACTION PLAN



TOTAL MERRILL®

### CREATE A BUDGET WORKSHEET

DATE \_\_\_\_\_

You budget to gain control of your financial life and give yourself financial security. By looking closely at your expenses, you have the opportunity to make adjustments to your spending so that you can contribute more to savings. A responsible budget and a disciplined savings routine can help you achieve your goals.

### DIRECTIONS

First, take a minute to read through the income, savings and investments, and expenses sections of this budget.

1. Add any other expenses that reflect your personal financial situation.
2. Gather supporting documents such as payroll stubs, savings and investment account statements, credit card statements, your checkbook, receipts, etc. Then fill in the information below.

Share this information with your Merrill Lynch Financial Advisor, who can help you create a customized financial strategy for the future.

<b>Pre-tax income</b>	<b>Monthly</b>	<b>Savings and investments</b>	<b>Monthly</b>
Wages and bonuses	\$ _____	Savings accounts/emergency funds	\$ _____
Interest income (CDs, bonds)	\$ _____	401(k)/retirement accounts	\$ _____
Investment income (dividends, capital gains from stocks and mutual funds)	\$ _____	Other stocks/bonds/mutual funds	\$ _____
Other	\$ _____	College savings	\$ _____
Income Subtotal	\$ _____	Other	\$ _____
<b>Income taxes withheld</b>		<b>Total monthly amount you save</b>	<b>\$ _____</b>
Federal	\$ _____	<b>AFTER-TAX INCOME – SAVINGS =</b>	
State and local	\$ _____	<b>SPENDABLE INCOME</b>	<b>\$ _____</b>
Social Security/Medicare	\$ _____	<b>My action plan to increase savings</b>	_____
Other	\$ _____	_____	_____
Income Taxes Subtotal	\$ _____	_____	_____
<b>Monthly income after taxes</b>	<b>\$ _____</b>	_____	_____

Fixed expenses	Monthly budget amount	Monthly actual amount	Difference	Steps to reduce expenses
Mortgage payment/rent	\$	\$	+/- \$	
Property taxes	\$	\$	+/- \$	
Homeowners/renters insurance	\$	\$	+/- \$	
Car payment	\$	\$	+/- \$	
Auto insurance	\$	\$	+/- \$	
Child care	\$	\$	+/- \$	
Life/disability/health insurance	\$	\$	+/- \$	
Other	\$	\$	+/- \$	
Monthly Fixed Expenses Subtotal	\$	\$	+/- \$	
<b>Variable expenses</b>				
Gas/tolls	\$	\$	+/- \$	
Dry cleaning	\$	\$	+/- \$	
Lunch/coffee/snacks	\$	\$	+/- \$	
Dining out/entertainment	\$	\$	+/- \$	
Shopping purchases (any type)	\$	\$	+/- \$	
Money to your children	\$	\$	+/- \$	
Car maintenance	\$	\$	+/- \$	
Home maintenance	\$	\$	+/- \$	
Gas/electric	\$	\$	+/- \$	
Cable/phone	\$	\$	+/- \$	
Credit cards/debt payments	\$	\$	+/- \$	
Groceries	\$	\$	+/- \$	
Other	\$	\$	+/- \$	
Monthly Variable Expenses Subtotal	\$	\$	+/- \$	
<b>TOTAL MONTHLY EXPENSES</b>	\$	\$	+/- \$	
<b>SPENDABLE INCOME – EXPENSES</b>	\$	\$	+/- \$	

**HOW MUCH MORE CAN I SAVE OR USE FOR DEBT REDUCTION?** \$

**WANT HELP TO PUT YOUR PLAN IN PLACE?  
CONTACT A MERRILL LYNCH FINANCIAL ADVISOR.**

A Merrill Lynch Financial Advisor is someone who understands your situation, your needs and what you want to accomplish. Our understanding of you enables us to draw upon the breadth and depth of Total Merrill® to bring you the right solution at the right time for you. Call (800) MERRILL, visit a local branch or go to <http://totalmerrill.com/retirement> to get started.

The Total Merrill brand is used to refer to the broad range of brokerage, investment advisory (including financial planning), banking, trust, mortgage, and other financial services and products offered by Merrill Lynch. The nature and degree of advice and assistance provided, the fees charged, and client rights and Merrill Lynch's obligations will differ among these services.



L-07-09

Merrill Lynch, Pierce, Fenner & Smith Incorporated is a registered broker-dealer and a wholly owned subsidiary of Bank of America Corporation.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
----------------------	-------------------------	----------------

*Total Merrill* and *Total Merrill (design)* are registered service marks of Merrill Lynch & Co., Inc.

© 2009 Merrill Lynch, Pierce, Fenner & Smith Incorporated. All rights reserved.  
Member Securities Investor Protection Corporation (SIPC).

173606

Code 327917PM-0709