



3 STEPS to *Financial Freedom*

Be Debt Free in 3 to 7 Years!

Your Financial Guide & Planner

By Darlene Greene

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Introduction

No one wants to live with debt--worrying about how to pay the bills, trying to stretch your income from paycheck to paycheck. Or, perhaps, you just want to be able to have the flexibility that comes with financial freedom.

What is financial freedom? It is the ability to cover your monthly expenses without worrying, using credit, and/or dipping into savings. Most believe that in order to achieve financial freedom, you have to be born wealthy, have a high salaried job, win the lottery or receive an inheritance. Not true. You can become financially free in just 3 to 7 years making the same amount of money you make now.

I know—we've all heard the "if it sounds too good to be true, then it is" philosophy. But that's not what we're talking about here. This is a financial strategy that anyone can use, and, when applied correctly can make anyone, no matter what their income is, debt free. Being debt free is financial freedom!

It is easier than you think. Will this mean you may have to make some dramatic changes in your current habits? Yes! Will it be uncomfortable at first? Maybe. One thing is for sure, if you are uncomfortable every month when it comes time to sit down and write out checks to pay your bills, I can promise you this will be easier once you get started.

Remember, you have already taken the hardest first step. As you sit and read this, you are moving toward achieving your goal of being debt free. The first steps toward learning anything new are always the hardest.

For most of us, it's not that we don't know how to manage our money; it's just that we don't! Life is busy, schedules are hectic, and demands on our time are extensive. You know what you need to do, but something else always comes along to distract you. The result: your dreams of a financially secure and prosperous future are never reached because you had no method to stay focused and on track.

Or, maybe you're doing as much as you can to control your finances, but you're not happy with the results you're getting. You're looking for new ideas, inspiration, methods and feedback to help you stay on track and move forward even faster.

We all want and need support in reaching our goals. Having help with one of the things that people find most challenging - managing their money - can mean the difference between financial freedom and continued frustration. The answer is within this program. Not only are you going to have this instructional workbook to help you identify and to organize your financial picture, you'll have a comprehensive network of support through our Money Action Groups.

As you go through this process, you will have a support system of other MAG members and myself. You'll always have the ability to get feedback, assistance, understanding and, perhaps, most important, accountability in reaching your goals. I want you to succeed, and the members of your MAG want you to succeed. So within this environment of support, you will also have those who are willing to "hold your feet to the fire" whenever necessary to keep you focused and on track.

You are taking a hold of the reins of your financial future, and as you work your plan, you will have others who are working theirs, who will want and need your support, advice and encouragement and who will be willing to give you that same support advice and encouragement.

All through the process, I will be here, along with your MAG, and together, we'll help you reach your goal----the financial freedom of being DEBT FREE! So - let's get started, and before you know it, your debt will be shrinking right before your eyes!

STEP ONE

Before you even begin completing the income and expenses section of your workbook, I want you to turn to the Spending Journal section.

Whether you are paid once a week, twice a month, or once a month, you need to document all of your spending for at least 14 to 15 days and, if possible, for 30 full days. This will give you the most accurate tools for planning and estimating your expenses.

The purpose of this exercise is to see exactly how, when and where you are spending your money. You have to enter everything you spend each day, whether it's charge, check or cash and record what it is for. There is no judgment value on expenses, so don't fudge them - this is for you to be able to honestly assess where you are spending money now so you can make adjustments that you choose to, so don't cheat.

If you're charging an oil change on your car, write it down. If you go to Starbucks for a cup of coffee and pay cash, write it down. If you put \$.50 in the vending machine at the office for a soda, write it down. If you make out a check for your water bill, write it down.

The more precisely you record your spending, even the small amounts, the easier the next steps will be. This will be the most time-intensive part of your journey to being debt free, but it's well worth it!

14-Day Spending Journal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date:_____	Date:_____	Date:_____	Date:_____	Date:_____	Date:_____	Date:_____
Date:_____	Date:_____	Date:_____	Date:_____	Date:_____	Date:_____	Date:_____

NOTES:

30-Day Spending Journal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

NOTES:

STEP TWO

Complete the income and expense section of the workbook. Using your checkbook register, bank statement and charge account statements can make this part quicker and easier. Be as thorough as possible, realizing that not everyone will have an entry for every category in the workbook. Just fill in all that you can, and create any new category you need under the “other” sections.

When your income and expense section is filled in, calculate what your monthly discretionary income is. Take your total monthly income and subtract your total monthly expenses. The difference is your **discretionary income**. Next, look at your spending journal. Do you see places where you can reduce your spending to increase the amount of your discretionary income? At this point, most of my clients feel as if they are “giving up” their fun or luxuries. **You’re not.**

You are simply making **different** choices on where, when and how you spend your money. Your goal is to be **debt free**. It won’t happen overnight, but it will happen quickly if you are willing to make different choices now in order to reach your goal.

Example:

Joe and Carol Moneybags just completed the above exercise and found that their discretionary income is \$132 per month. However, after looking at their spending journal and deciding on making some different choices in their spending habits, they can increase their discretionary income by \$500. Joe will no longer stop at Starbucks for a cup of coffee on his morning commute; instead he will get a travel mug and take coffee with him from home. Monthly increase in discretionary income \$77.

Carol has decided that she will take her lunch with her to work rather than eating out, increasing their monthly discretionary income by another \$132. Joe and Carol normally go out to dinner or to the movies once a week with friends, often spending between \$30 to \$100. To continue to get together with friends but to decrease their spending on these activities, they and their friends decide to have a potluck dinner each week and rent a DVD instead, creating another \$80 to increase their discretionary income pool.

Making just these choices, Carol and Joe **increase** their pool by **\$529 per month**.

Now that we’ve found some additional funds, how do we make this new pool of income work the hardest for us?

First, we’re going to take 10% (\$52.90) and put it into some type of savings account. It doesn’t matter if you already have some type of savings or not. If you have a company-sponsored savings plan such as a 401k or some other automatic savings vehicle, great! Nevertheless, you still need to take the additional 10% and put it into savings for your long-term needs.

Then we will take another 10% and give it to some type of charity. It doesn’t matter if it is a church, an association, a collection box or just handed to a homeless person on the street. The point is to give it away freely to someone else in need.

Finally, we take the rest of the pool and add it to the minimum payment of either 1) the bill that can be paid off the quickest, or 2) the bill with the highest interest rate.

For instance, say Joe and Carol have a credit card bill with a balance of \$2750 that has a minimum payment of \$20 a month. Due to their unconscious spending habits, they’ve usually only had enough money available to make the minimum payment each month.

Now they are going to add their pool of \$423.20 (\$529 less 10% for savings and 10% for charity) to their minimum payment of \$20 and pay \$443.20 to that bill each month.

Guess what? In about six months, that bill will be gone forever. Joe and Carol will then close that credit account, which will also benefit their credit.

Income Snapshot For One Month

SALARY		
TIPS		
COMMISSIONS		
BONUSES		
GIFTS		
SOCIAL SECURITY		
DISABILITY		
INCOME TAX REFUND		
OTHER REFUNDS		
INTEREST EARNED		
DIVIDENDS EARNED		
OTHER INCOME		
TOTAL MONTHLY INCOME		

Expense Snapshot For One Month

MORTGAGE/RENT		
CREDIT CARD 1		
CREDIT CARD 2		
CREDIT CARD 3		
CREDIT CARD 4		
CREDIT CARD 5		
FOOD (Groceries)		
FOOD (Eating Out)		
ELECTRICITY		
GAS/OIL		
WATER		
GARBAGE PICKUP		
TELEPHONE (Land line)		
TELEPHONE (Cell 1)		
TELEPHONE (Cell 2)		
DRY CLEANING/LAUNDRY		
TOILETRIES		
CLOTHING		
PETS		
HEALTH CARE		
AUTOMOBILE GAS		
AUTO REPAIR/MAINT.		
CAR PAYMENTS		
INSURANCE - AUTO		
INSURANCE - HOME		
INSURANCE - LIFE		
INSURANCE - HEALTH		
INSURANCE - DISABILITY		
INSURANCE - LONG TERM		
TOTAL: COLUMN 1		

CHILD CARE		
CHILD LUNCHESES		
CHILD SCHOOL FEES		
CHILD SPORTS FEES		
OTHER CHILD EXPENSES		
HOME IMPROVEMENTS		
HOME LAWN CARE		
OTHER HOME EXPENSES		
TAXES - Federal		
TAXES - State		
TAXES - Local		
TAXES - Real Estate		
TAXES - Business/Other		
TAXES - Personal Property		
ENTERTAINMENT		
VACATIONS		
DONATIONS		
INCIDENTALS/MISC.		
INTERNET		
CABLE/SATELLITE TV		
SUBSCRIPTIONS		
TOTAL: COLUMN 2		

TOTAL MONTHLY EXPENSES (Add Columns 1 & 2)	
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Personal Balance Sheet

ASSETS	IN DOLLARS
REAL ESTATE OWNED (Market Value)	\$
SECURITIES ACCOUNT 1 (Market Value)	
SECURITIES ACCOUNT 2 (Market Value)	
IRA ACCOUNT	
CERTIFICATES OF DEPOSIT	
LIQUID CASH (Checking/Savings/For Immed. Withdrawal)	
AUTOMOBILES	
BOATS	
OTHER PERSONAL PROPERTY	
LOANS RECEIVABLE	
CASH VALUE OF LIFE INSURANCE	
LAND	
RENTAL PROPERTY	
OTHER	
TOTAL ASSETS	\$
LIABILITIES	IN DOLLARS
REAL ESTATE MORTGAGES PAYABLE	
NOTES PAYABLE TO BANKS	
AMOUNTS PAYABLE TO OTHERS (Principal Only)	
ACCOUNTS AND BILLS PAYABLE	
DUE ON CREDIT CARDS	
INCOME TAX PAYABLE	
OTHER OBLIGATIONS	
TOTAL LIABILITIES	\$
NET WORTH (Deduct Total Liabilities from Total Assets)	\$

Discretionary Income Sheet

ORIGINAL DISCRETIONARY INCOME	
1. TOTAL MONTHLY INCOME (from page 7)	
2. TOTAL MONTHLY EXPENSES (from page 8)	
3. ORIGINAL DISCRETIONARY INCOME (line 1 minus line 2)	
ADJUSTED DISCRETIONARY INCOME	IN DOLLARS
Different choice in Spending Habit #1 increases Discretionary Income per month by ...	\$
Different choice in Spending Habit #2 increases Discretionary Income per month by ...	
Different choice in Spending Habit #3 increases Discretionary Income per month by ...	
Different choice in Spending Habit #4 increases Discretionary Income per month by ...	
Different choice in Spending Habit #5 increases Discretionary Income per month by ...	
4. TOTAL INCREASE IN DISCRETIONARY INCOME	\$
5. ADJUSTED DISCRETIONARY INCOME (Add line 3 and line 4)	

NOTES:

Payment Prioritization Sheet

NOTE: List loans from smallest to largest.

TYPE OF LOAN	LENDER	LOAN NUMBER	AMOUNT	RATE	MONTHLY PAYMENT	DATE BEGUN	DATE MATURE	SECURED BY

Loan to pay off first with Discretionary Income: _____

Income and Expense Change Tracking Sheet

1. Original Total Monthly Income (from page 7)	
2. New Total Monthly Income	
3. Original Total Monthly Expenses (from page 8)	
4. New Total Monthly Expenses	
5. Adjusted Total Discretionary Income (from page 10)	
6. Change in Income (subtract line 1 from line 2)	
7. Change in Expenses (subtract line 4 from line 3)	
8. New Adjusted Discretionary Income (add 5, 6, & 7)	

NOTES:

STEP THREE

Our friends, Joe and Carol Moneybags, are now able to move to the next step, and you can too! With the first bill paid off, take the next one that can be paid off the fastest, add the entire discretionary income pool to whatever payment you've normally been making.

Over the next several months, you will pay that bill off and follow the same steps to pay off the next bill until you are only left with your mortgage. Over the course of say 3 years, Joe and Carol have paid off all their credit cards and their cars. In addition to their company-sponsored 401k, Joe and Carol have saved almost \$2000 over and above their employer saving plans.

Even this fairly modest sum will come in handy if, say a tire unexpectedly blows out, and they need a new one. They will be able to purchase it without utilizing their credit cards. Or perhaps, they have a medical treatment such as a dental repair and it is only partially covered by their health plan. Even with the best planning, from time to time, there are unexpected expenses that can easily lead many to need to pull out that credit card. This small "emergency" fund helps prevent the need to utilize credit cards.

You should also note that over the last 3 years, Joe and Carol have both received increases in their salaries and a couple of Holiday Bonuses. Because of the bonuses, they have actually created an emergency fund of over \$7000 while adding an additional \$300 to their discretionary income "pay off our debt quick" pool. Because they were willing to make **different** spending decisions 3 years ago, they are now free of all credit card debt, and they have almost paid off both their late model cars. At the same time, they have continued to have regular outings with their friends that now includes a night on the town once a month, yet their discretionary income pool has still increased, making paying off other debt, their mortgage, easy!

Here's what happened! Joe and Carol created their "get out of debt quick" pool of discretionary income by making some **small changes** in their spending choices 3 years ago. Their initial pool was \$423.20. After six months, one credit card payment was paid off, and their pool increased to \$443.20. They had a couple of other credit cards with minimum payments of \$173 and \$208 a month, a student loan with a minimum payment of \$123, and two car payments, \$439 and \$378.

By adding their pool to the next bill's minimum payment, they paid off the next credit card in a few months. They then moved their payment "pool" to the next minimum payment and paid that credit card off. Within 18 months, they had no more credit card debt and had paid off their student loans.

With the salary increases, they added an additional \$300 to their pool and paid off both cars within the next year. They began paying an additional \$2064.20 to the principal of their \$150,000 mortgage. **BAM!** They have their entire mortgage paid off within the next 3 years.

In less than 8 years, Joe and Carol have no debt and have saved a total of over \$15,000. They have achieved financial freedom! Without debt controlling their lives, they are now free to make financial choices that would have been impossible before. With different choices and an organized approach, our heroes have created the ability to be debt free, saving additional money while continuing to live full, satisfying lives.

They have control of their finances and can choose how to manage their spending in the future without the worry that an unexpected job loss or expense will create financial or credit nightmares. We all know how easy it is to get into debt. **Now you know how easy it is to get out!**

NOTES:

Year 1 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHESES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 2 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20_____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 3 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 4 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHESES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 5 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20_____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHESES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 6 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20_____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHESES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

Year 7 Net Expenses/Budget

	1 Total for Year	2 Yearly Refunds (Taxes, Etc.)	3 Yearly Net Expenses (Col.1 minus Col. 2)	4 Monthly Expenses (Divide Col. 3 by 12)	5 Monthly Budget 20_____
MORTGAGE/RENT					
CREDIT CARD 1					
CREDIT CARD 2					
CREDIT CARD 3					
CREDIT CARD 4					
CREDIT CARD 5					
FOOD (Groceries)					
FOOD (Eating out)					
ELECTRICITY					
GAS/OIL					
WATER					
GARBAGE PICKUP					
TELEPHONE (Land line)					
TELEPHONE (Cell 1)					
TELEPHONE (Cell 2)					
DRY CLEANING/LAUNDRY					
TOILETRIES					
CLOTHING					
PETS					
HEALTH CARE					
AUTOMOBILE GAS					
AUTO REPAIR/MAINTENANCE					
CAR PAYMENTS					
INSURANCE - AUTO					
INSURANCE - HOME					
INSURANCE - LIFE					
INSURANCE - HEALTH					
INSURANCE - DISABILITY					
INSURANCE - LONG TERM CARE					
CHILD CARE					
CHILD LUNCHES					
CHILD SCHOOL FEES					
CHILD SPORTS FEES					
OTHER CHILD EXPENSES					
HOME IMPROVEMENTS					
HOME LAWN CARE					
OTHER HOME EXPENSES					
TAXES - FEDERAL					
TAXES - STATE					
TAXES - LOCAL					
TAXES - REAL ESTATE					
TAXES - BUSINESS/OTHER					
TAXES - PERSONAL PROPERTY					
ENTERTAINMENT					
VACATIONS					
DONATIONS					
INCIDENTALS/MISC.					
INTERNET					
CABLE/SATELLITE TV					
SUBSCRIPTIONS					
TOTAL					

SAMPLE FORMS

The following form letters are sample templates that you can use to protect your credit status with the three credit bureaus. It is important to continue to monitor your credit report throughout this process to ensure that it is accurately updated as you pay off and close accounts.

How to use these forms:

Copy these forms into a word processor and customize them where indicated. Make sure to include the company name and address as well as any pertinent documentation (including past correspondence) regarding your case. Send these using regular mail; you don't have to incur the expense of certified mail unless the credit bureau requires it.

You will need to send a copy to each credit bureau. Addresses and contact information for each of them is below. Keep a backup copy of all documentation for your records until the report is fixed to your satisfaction. Make sure you follow up with a written letter each time you find an error on your report.

Once your credit report is accurate, you should continue to monitor it periodically to ensure that nothing new is added to the report without your knowledge or permission. At a minimum you should check it annually—if you continue to use and maintain one credit card you should arrange for quarterly monitoring.

Reaching the credit bureaus:

You should always use U.S. postal mail or private service (FedEx) when contacting the credit bureaus.

Experian
P. O. Box 2002
Allen, TX 75013
888-397-3742
<http://www.experian.com>

Transunion
P. O. Box 1000
Chester, PA 19022
<http://www.transunion.com>

Equifax
P. O. Box 740241
Atlanta, GA 30374
<http://www.equifax.com>

NOTES:

Sample: Report Credit Error to Bureaus

Date:

RE:

Your Account#: _____

Social Security#: _____

To: Equifax, Transunion, Experian

In reviewing a current copy of my credit report, I found the following {error, omission, open account, etc.}

This is my written request to have this {error, omission} corrected and/or the account closed. I have attached supporting documentation where applicable. Please make this correction to my report immediately.

If you have further questions or need additional information, please contact me at the address and phone listed below. Thank you for your assistance in resolving this matter.

Sincerely,

Name

Address

Phone

Sample: Account Closure Form

Date:

RE:

Your Account#: _____

To whom it may concern:

When reviewing a recent copy of my credit report, I discovered I have an open account with your company as referenced above.

This letter shall serve as written notice that I am closing this account, and it should be reported to all credit bureaus immediately that the account has been closed by the consumer. I also want my name removed from any mailing lists you have, especially those you share with other companies.

I would like a written response to this letter at the address below verifying you have closed the account. Thank you for your immediate attention to this request.

Sincerely,

Name

Address

Phone

Sample: Reporting Error on Credit Report

Date:

RE:

Your Account#: _____

To Whom It May Concern:

During a review of my current credit report, I have found a reporting error by your company. I wish to have this corrected with all three credit bureaus immediately.

The error is _____
_____.

I have attached the necessary documentation to verify my request for correction. If you have further questions or need additional information, please contact me at (000) 555-0000.

Please respond in writing to the address below that you have made this correction. Thank you for your assistance in this matter.

Sincerely,

Name

Address

Phone

Sample: Inaccurate Judgment

Date:

RE:

Judgment reference number shown on credit report:

Social Security Number:

TO: Equifax, Experian, Transunion

The following judgment is shown as outstanding on my credit report dated _____. This judgment was _____(satisfied, released, included in bankruptcy, someone else's). Attached are my documents regarding this matter. Please remove this judgment notation from my report immediately.

If you need further information or have questions, please contact me at the address and phone below.

Thank you for your assistance in resolving this matter.

Sincerely,

Name

Address

Phone

Sample: Inaccurate Bankruptcy

Date:

RE:

Bankruptcy reference number shown on credit report:

Social Security Number:

TO: Equifax, Experian, Transunion (send a copy to each agency)

The following bankruptcy information is shown on my credit report dated _____. This bankruptcy was _____(discharged, released, reported in error, someone else's). Attached are my documents regarding this matter. Please remove this bankruptcy notation from my report immediately.

If you need further information or have questions, please contact me at the address and phone below.

Thank you for your assistance in resolving this matter.

Sincerely,

Name

Address

Phone

Sample: Fraud Alert Request

Date:

RE:

Fraud Alert Request

Social Security Number:

TO: Equifax, Experian, Transunion (send a copy to each agency)

I wish to have a Fraud Alert added to my credit file so that I am personally contacted when someone applies for credit in my name. No credit accounts should be issued without my express written approval.

If you need further information or have questions, please contact me at the address and phone below.

Thank you for your assistance in this matter.

Sincerely,

Name

Address

Phone

Sample: Disputed Purchase Letter

Date

Billing Inquiries Department
Credit Card Company Name
Company's Address
City, State and ZIP Code

Re: Disputed charge on **Card Name, Account No.**

Dear Sir or Madam:

On my most recent credit card statement, which closed on **statement closing date** and which I received on **date**, there was a **dollar amount** charge made at **retailer name and address**. This charge, made on **date**, posted to my account on **date**.

I am disputing the charge, which is circled on the enclosed copy of my statement.

I did not authorize any purchases at **retailer** to be charged to my account. **Elaborate on your reason for disputing the charge. For example, the product was never ordered or delivered, the product or service was not what the merchant promised or the amount charged was incorrect.**

If you did buy the item, but the amount of the purchase is incorrect on your statement, note here that you also are enclosing a copy of the original charge slip showing the correct amount for which you should be billed.

As required by the Federal Fair Credit Billing Act, please adjust my account in the above referenced amount since **repeat here why you are disputing the charge**. Please remove the **dollar amount** charge from my bill and notify me in writing by sending me a new statement showing the correction.

If you have any questions or concerns, please contact me by mail at the address listed below or call me at **your telephone number**. Thank you for your prompt attention to this matter.

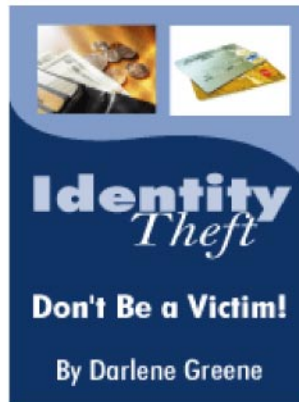
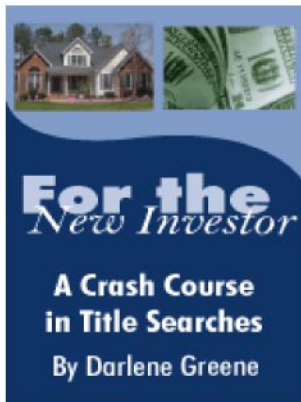
Respectfully yours,

Your Signature
Your Typed Name
Address
City, State and ZIP Code

Enclosure: credit card statement and **original charge slip if applicable**

NOTES

Don't Miss:



Visit us online at:
SimplyTheBestLoans.com
ProtectYourGoodCredit.com