

Confidential Financial Data Intake Form

The basis of legacy planning begins with you. Please tell us about you and your family in the next few sections so we may use this information to appropriately assess your needs and correlate your legacy plan with various IRS regulations.

Contact Information:

Name: _____

SS number: _____ Date of birth: _____ Place of birth: _____

Marital status: _____ If married, date of marriage: _____

Phone: _____ Alternative phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Spouse Information (if applicable):

Name: _____

SS number: _____ Date of birth: _____ Place of birth: _____

Other Information:

The most important thing about our meeting today is making sure we define exactly what it is you are trying to accomplish with your future and desired legacy. Far too often, we find that these two areas are either incompatible, or lack direction and planning, which is really just a plan to fail on your accomplishments. With that said, let's talk about what is important to you and attempt to define the best course for success.

Do you have any children? Yes / No

Child Full Name	DOB	Marital Status	# of Children

Are there any children or grandchildren with special needs or circumstances to plan for? _____

Are your parents still alive? Contact: Yes / No Spouse: Yes / No

Contact: Father: _____ Spouse: Father: _____

 Mother: _____ Mother: _____

Are you expecting any large sums of money or any future inheritance? Yes / No

If so, what type? _____

Who is the most important person in your life? _____

What do you value most in your life? _____

What do you want to achieve before you leave this world? _____

What are your goals for the distribution of your assets after you are gone? _____

How important is it to you to provide an inheritance to your children? _____

Given a choice, would you want to minimize the interference of government and reduce the amount of your money the government gets when your children inherit the assets you leave behind? Yes / No

Did you know that the IRS allows beneficiaries of your retirement plans the option of stretching out the distributions throughout their lifetimes upon inheritance?¹ This means your beneficiaries are not forced to liquidate your lifelong struggles to pay the government upon your death for these efforts. If beneficiaries are named appropriately and your legacy is planned well, we can avoid this painful mistake which could potentially cost your beneficiaries thousands/millions in inheritable assets.

These are some very broad topics we have been discussing, but it helps us begin the thought process and define what it is you truly are looking to achieve. You would be amazed at how many people say that taxes and warm weather in retirement are the most important things to them, only to move back from their tax-free “dream” to a snow covered tundra just so they can be closer to their children and grandchildren.

Now that we have gathered a general overview of whom and what is import to you, along with your proposed distributions, let’s look at where we are today and get a feel on what we see into the future.

Are you still employed or retired? Employed / Retired

¹ IRS Publication 590 p. 36 – Figuring the Beneficiary’s Required Minimum Distribution

Where is it that you work?

Current Employment - Contact: _____

Current Employment - Spouse: _____

What do you do there?

Position - Contact: _____

Position - Spouse: _____

How long have you been there?

Contact: _____

Spouse: _____

What year do you plan on retiring?

Contact: _____

Spouse: _____

Do you feel that your current income is adequate to meet your needs? Yes / No

If no, approximately how much more monthly income do you feel is needed? _____

Are you currently spending any interest income you receive from investments? Yes / No

Do you ever think about or worry about living longer than your money might last? Yes / No

Do you have any pension or other benefits accruing at these positions? Yes / No

Do you have any business interests? Yes / No

What type of benefits do you have? Defined Benefit / Retirement Plan / Profit Sharing

Federal income tax bracket (please circle): 0% 10% 15% 25% 28% 35%

Have you ever served in the military Yes / No Which branch? _____

How long did you serve? _____

I ask this question because there are benefits available to veterans that could be of great value should we find a need to review such. But also, I would like to know if there is any potential military pension or additional benefits that we should be considering.

While we are discussing your employment related retirement benefits, let's take a moment to define exactly what other accounts you may have for your retirement. Having too many accounts can be very cumbersome to manage and not having a formal record of each can be disastrous. Each account will need to maintain its own distribution schedule and meet the required minimum distributions upon reaching the age of 70 ½.² We'll also need this information to better plan your distribution necessities and legacy.

Personal Account Summary

Please include individual retirement account and other asset information in this section.

Account Type	Husband	Wife	Joint
Checking account	\$	\$	\$
Money market	\$	\$	\$
Saving account	\$	\$	\$
Cash	\$	\$	\$
Credit union	\$	\$	\$
CDs	\$	\$	\$
Stocks	\$	\$	\$
Bonds	\$	\$	\$
Bond funds	\$	\$	\$
Mutual funds	\$	\$	\$
Variable annuities	\$	\$	\$
Managed portfolios	\$	\$	\$
Fixed annuities	\$	\$	\$
Saving bonds	\$	\$	\$
Treasury bills (T-bills)	\$	\$	\$
Treasury notes (T-notes)	\$	\$	\$
At-risk Total	\$	\$	\$
Safe Total	\$	\$	\$

Other Assets and Debts Summary

For additional assets and debts, please provide a separate sheet of paper.

Other Assets

² IRS Publication 590 p. 33 – When Must You Withdraw Assets? (Required Minimum Distributions)

Home real estate value: \$	
Other real estate value: \$	
Motor vehicle value: \$	
Motor vehicle value: \$	
Other value: \$	
Debts	
Name:	Amount owed: \$
Name:	Amount owed: \$
Name:	Amount owed: \$
Name:	Amount owed: \$
Name:	Amount owed: \$
What are your approximate annual expenses? \$	

Net Worth Summary [*Net worth = total assets (not including home and vehicles) less total debts*]

What is your approximate net worth?

Retirement Account Summary

Please provide a summary of these accounts from the retirement information provided in the Personal Account Summary.

Pension plans	\$	\$	
IRAs	\$	\$	
Roth IRAs	\$	\$	
401(k)	\$	\$	
403(b)	\$	\$	
Deferred compensation	\$	\$	

What is your goal for your retirement funds?

Do you feel that you will need the income from these accounts to survive during retirement? Yes / No

Monthly Income Summary

Source of Monthly Income	Income Amount	Starting Age	Ending Age	COLA Rate
--------------------------	---------------	--------------	------------	-----------

Salary (gross)				
Social Security				
Pension (include military)				
<i>What % of income does the spouse receive at death? _____%</i>				
IRA/401(k)				
<i>RMD Yes / No</i>				
Deferred Comp				
Annuity Income				
Interest Income (Bank CDs)				
Dividend Income				
Rental Income				
Farm Income				
Other Income				
Total Monthly Household Income				
(Minus) Est. Monthly Expenses				
(Equals) Est. Discretionary/ Excess Income				

Risk Tolerance Questionnaire

Step 1: Write the number of each answer in the score line provided.

Step 2: Add up each score line for your total

Step 3: Provide your total score to your financial professional to talk about your score

1. I am willing to accept greater risk in order to achieve potentially higher investment returns over the long term.

1. Strongly Disagree
 2. Disagree
 3. Neutral
 4. Agree
 5. Strongly Agree
- Score _____

2. If you had \$100,000 to invest, which of the following scenarios would be most appealing to you?

1. Not willing to risk any loss, just make sure I get my \$100,000
 2. Potentially grow the investment and collect \$110,000, or lose on the investment and collect \$90,000
 3. Potentially grow the investment and collect \$125,000, or lose on the investment and collect \$80,000
 4. Potentially grow the investment and collect \$150,000, or lose on the investment and collect \$70,000
 5. Potentially grow the investment and collect \$200,000, or lose on the investment and collect \$50,000
- Score _____

3. How do you rate your willingness to take financial risks?

1. Extremely Low
 2. Low
 3. Average
 4. High
 5. Extremely High
- Score _____

4. How easily do you adapt when things go wrong financially?

1. Very uneasily
 2. Somewhat uneasily
 3. No reaction
 4. Somewhat easily
 5. Very Easily
- Score _____

5. When you think of the word "risk" in a financial context, which of the following words come to mind first?

1. Danger
 2. Uncertainty
 3. No Reaction
 4. Opportunity
 5. Thrill
- Score _____

6. When faced with a major financial decision, are you more concerned about the possible losses or the possible gains?

1. Always the possible losses
 2. Usually the possible losses
 3. No reaction
 4. Usually the possible gains
 5. Always the possible gains
- Score _____

7. What degree of risk are you currently prepared to take with your financial decisions?

1. Very small
 2. Small
 3. Average
 4. Large
 5. Very Large
- Score _____

Total Score _____

What Your Score Means	
7 - 9 Total Score	This score indicates a very low tolerance for risk. You are a very conservative investor likely to have difficulty with market downturns; even ones that are relatively short in duration. Consider adding to your rule of 100 age, placing a greater percentage of your assets in a safe money vehicle.
10 - 18	This score indicates a low to moderate risk tolerance. Consider adding to your rule of 100 age, placing a greater percentage of your assets in a safe money vehicle based on the spectrum of your score.
19 - 26	This score indicates moderate to moderately-high tolerance to risk. Consider maintaining or subtracting from your rule of 100 age, placing your desired asset allocation in both safe and at risk vehicles based on the spectrum of your score.
27 - 35	This score indicates high risk to maximum risk tolerance. This range also suggests that you have a long-term time frame over several market cycles which allows for higher levels of loss during market declines. Consider subtracting from your rule of 100 age, placing a greater percentage of your assets in at risk vehicles.

FOR FINANCIAL SERVICES PROFESSIONAL USE ONLY

Desired Risk Tolerance

What is 100 less your client's age? _____

What is the adjusted rule of 100 age based on their desired risk tolerance? _____

What percentage of assets does the client want at risk? _____%

This is a great beginning! We have identified what's important to you and where you are now. Now, let's begin looking at what you see into the future. Part of planning your distributions and legacy also involves the unfortunate event of an early demise. Although it is nice to plan your exit and eventual legacy, we need to be conscientious of the fact many leave before they had planned. In this case, we need to be certain you have not left a weak foundation for your inheritance tree to survive upon.

Do you have the following documents? (If yes, please provide to your financial service professional.)

Survivorship Deed or TOD Deed	Yes / No
Last Will and Testament	Yes / No
Living Trust	Yes / No
Living Will	Yes / No
HIPAA Release	Yes / No
Durable Power of Attorney – Financial	Yes / No
Durable Power of Attorney – Healthcare	Yes / No
Pre-arranged Funeral	Yes / No
Children’s Names on Your Accounts	Yes / No
Umbrella Liability Insurance	Yes / No
Life Insurance	Yes / No
Long-term Care (LTC) Insurance	Yes / No
LTC Insurance with Home Health Care	Yes / No

Life Insurance Company	Type	Face Amt.	Cash Value	Premium	Insured	Beneficiary
LTC Insurance Company	Type	Face Amt.	Cash Value	Premium	Insured	Beneficiary

Are you aware that life insurance death benefits are passed to your beneficiaries on a tax-free basis? Probably the greatest benefit that Congress has ever given us in tax relief is the death benefit passing tax free to our beneficiaries. This gives us an area of great opportunity to review and plan for your legacy in a manner most people would only dream of ... a tax-free inheritance greater than the assets you own.

Let’s take a look at probably the most important part of what you are attempting to accomplish with your life and legacy ... your intended beneficiaries. In this next section, I would like to get a list of those previously identified as important to you and those for whom you wish to leave your legacy.

Please give me the list of your intended beneficiaries who will continue upon the journey of your life. It is critical that we review your intentions here with those listed on the accounts previously discussed and be certain that any wills or trusts that you have in place coincide with these desires.

It is critical in coordinating these beneficiaries with your desires to be certain we get the most out of your legacy through stretching the benefits. Identifying the type and location of each account with multiple beneficiaries will allow us to plan the distributions in accordance with IRS regulations.³

³ IRS Publication 590 p. 38 – Multiple Individual Beneficiaries

Personal Account Details

For additional accounts and beneficiaries, please see your financial services professional or provide separate sheets of paper.

Personal Account 1	
Account type (fill in based on the list above):	
Owner name:	Company name (Custodian):
Account value:	Basis: (total after-tax deposits)
Beneficiary 1	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 2	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 3	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 4	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:

For additional accounts and beneficiaries, please see your financial services professional or provide separate sheets of paper.

Personal Account 2	
Account type (fill in based on the list above):	
Owner name:	Company name (Custodian):
Account value:	Basis: (total after-tax deposits)
Beneficiary 1	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 2	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 3	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:
Beneficiary 4	
First name:	Last name:
Date of birth:	Social Security number:
City:	State:
Marital status:	Relation:

Estimated Retirement Budget Worksheet

Home	
Primary Mortgage	Monthly Amount: \$
Property Tax	\$
Second Mortgage	\$
Property Tax	\$
Homeowner Insurance	\$
Home Maintenance	\$
Utilities*	\$
General Living	
Food	Monthly Amount: \$
Clothing and Sundries	\$
Education	\$
Vacation / Travel	\$
Recreation / Entertainment	\$
Medical Expenses	\$
Other	\$
Transportation**	
Auto Maintenance / Gas	Monthly Amount: \$
Auto Payments	\$
Auto Insurance	\$
Insurances	
Life	Monthly Amount: \$
Medical (Husband)	\$
Medical (Wife)	\$
Long-term Care Insurance	\$
Others	\$
Total Expenses: \$	

I hope you've found this exercise both helpful and enlightening for the beginning of our journey together. To recap our adventure so far, we've:

- *Identified you along with who and what is important to you*
- *Discussed and defined your income today and in the future*
- *Discussed and defined where you are today*
- *Identified your intentions for the future*
- *Identified who will carry on your legacy*

Do you have specific questions or concerns about your retirement accounts and/or beneficiary designations? _____

Privacy Policy and Consent

Our firm is committed to adhering to the requirements and expectations regarding the privacy of personal information. Privacy regulations are founded upon three definitions:

1. **Consumer** – a person who has not entered into a relationship but has disclosed non-public personal information to our firm
2. **Client** – a person who has entered into a relationship with our firm or that individual's designated representative
3. **Confidential Information** – personally identifiable private information, not available from public sources, about a client or consumer. It generally includes name, address, age, social security number, assets, income, net-worth, account balances, account numbers, beneficiary information, or investment history

Our firm collects non-public information about clients and consumers. We will not share non-public information about clients or consumers with third parties not affiliated with our firm, except as noted below:

- To complete transactions or account changes, as directed by the client
- To maintain or service a client's account
- If requested by the client
- With entities under common ownership and control of our firm
- With contracted third-parties who require the information to develop, support and deliver services
- If our firm is required or permitted by law or regulatory authorities with jurisdiction over the firm

As a client of our firm, your privacy is important to us. We are dedicated to safeguarding your personal and financial information. We restrict access to confidential personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards to comply with federal standards to guard your confidential personal information.

If you consent, please sign below.

Printed Name of Client:

Client Signature: _____ Date:

Printed Name of Joint Client:

Joint Client Signature: _____ Date:

It is important to consult with a qualified professional before making any decision regarding purchasing, surrendering, taking a loan on or replacing a life insurance policy. The above information is not legal or tax advice and you should consult the appropriate professional for legal or tax advice. Life insurance policy guarantees are based on the claims paying ability of the insurance carrier.