

THE FINANCIAL PLANNING BILL OF RIGHTS

Regarding the client:

1. You have the right to feel comfortable with your planner. Planners set up criteria for the kind of client with whom they will work. Similarly, you have the right to work with someone whose approach and personality allow you to participate fully and comfortably.
2. You have the right to have your goals and concerns treated with respect with no value judgments made by the planner.
3. You have the right to confidentiality concerning every piece of information provided to your planner. This is vital since you will be sharing personal, private information that you may never have told anyone else.
4. You are entitled to written recommendations that are specifically related to your goals. That is, you have the right to a customized plan that takes into account the uniqueness of your individual situation. Keep in mind that the planner is working for you and you have the right to require certain behavior.
5. You have a right to full disclosure by the planner of fees to be charged. As a client, you have a right to know exactly what services you will be receiving and the full cost of the services you are purchasing. This information should be covered by an engagement letter.
6. You have a right to clear explanations for all recommendations and to thorough answers to all questions. The planner, who also has the responsibility to be an educator, should assure that you understand any actions you are taking before you take them. You should feel comfortable with the recommendations before taking action.
7. You have the right to assistance in the implementation of your plan. Without help in obtaining the appropriate strategies, your plan might never be more than another pile of papers on your desk.
8. You have the right to a planner who is available to you. You and your needs are important, and you have a right to be treated accordingly. If you need information—or just reassurance and support—while implementing your plan, your planner should be there for you.

Regarding the planner:

1. The client must agree to work responsibly with a cooperative spirit in expediting the planner's work.
2. The client must be prepared to discuss all aspects of the engagement with candor.
3. Once a plan of action has been agreed upon, the client will proceed to implement the plan in an expeditious manner.

DOCUMENTS REQUIRED

1. Copies of existing wills.
2. Copies of any trust agreements in effect.
3. Copies of federal tax returns for the last three years.
4. Annual reports, tax returns, and other agreements regarding ownership in closely held corporations, partnerships, joint ventures, or other businesses.
5. Life insurance policies or summary of policies owned.
6. Copies of divorce settlements, separation agreements, etc.
7. Federal estate tax returns, if you or your spouse has been the beneficiary of any estates.
8. Federal gift tax returns.
9. Most recent report of vested interest in pension and/or profit-sharing plans, including IRAs.
10. Outlines of other information regarding other corporate benefits, such as hospitalization, disability insurance, etc.
11. Listing of assets with an estimate as to fair market values, as well as a listing of liabilities (may be presented informally or use forms supplied).
12. Estimate of monthly/annual budget information (use forms provided).
13. Other:

Please bring these documents with you to your next appointment.

Date

Time

**PERSONAL PROFILE
GENERAL INFORMATION:**

Date _____

Client's full name _____

Client's place of birth _____ Birth date _____

Citizenship _____

Present permanent address :

Home phone : _____ E-mail address: _____

Have you ever lived in a community property state?

Yes Date and place _____

No

Were you previously married? Yes No

Client's father

Deceased?

Yes Date and cause of death _____

No Age _____

Client's mother

Deceased?

Yes Date and cause of death _____

No Age _____

Any family health problems?

Location of assets outside of the state: _____

DEPENDENTS AND BENEFICIARIES:

Children (please indicate if there are any grandchildren by placing an asterisk (*) before the name of the parent):

Name Address Birth Date Marital Status

Other dependents and beneficiaries:

Do any beneficiaries require special attention? (Please explain.)

Estimated cost of children's education:

GIFTS:

Have you made gifts in excess of \$3,000 per year (prior to 1982) or \$10,000 per year (after 1981) for each donee?

If so, please list or attach copies of gift tax returns.

Donor	Donee Name	Date of Gift	Property Given	Return Filed?

TRUSTS AND MISCELLANEOUS:

Please place an X in the appropriate column if you ever Client Spouse

- 1. Created a Trust _____
- 2. Opened a joint savings or checking account _____
- 3. Opened a savings or checking account in trust for another _____
- 4. Purchased property in joint ownership with unequal contribution toward cost _____

Also, please furnish documents, such as trust agreements, trust returns, etc. for any X above.

Safe Deposit Box:

Location: _____

Contents:

Key Located _____

PROFESSIONAL ADVISORS:

Please list your advisor's name, firm, and address:

Attorney _____

Accountant _____

Banker _____

Insurance _____

Broker _____

CURRENT EMPLOYMENT:

Company Position Year of Employment Employer's phone #

Client _____

Please also give a brief description of your work experience.

EXPECTANCIES:

Please list any possible receipts from inheritances or other sources:

Source Description Estimated value

NET WORTH INFORMATION

Part I -Assets (What You Own)		
	Value	Annual % Growth
LIQUID ASSETS:		
Cash (Checking, Savings Accounts)		
Treasury Bills		
Savings Certificates		
Money Market Funds		
Cash Value of Life Insurance		
TOTAL Liquid Assets		
INVESTMENT ASSETS:		
Notes Receivable		
Marketable Securities:		
Stocks		
Marketable Securities:		
Bonds		
Real Estate (Investments)		
Tax Incentive Investments		
Other Investment Assets (describe):		
a.		
b.		
c.		
d.		
Retirement Funds		
TOTAL Investment Assets		
PERSONAL ASSETS:		
Residence		
Vacation Home		
Household Furnishings		
Art and Antiques		
Vehicles		
Boats		
Other Personal Assets		
TOTAL Personal Assets		
TOTAL ASSETS		

NET WORTH INFORMATION

Part II – Liabilities (What You Owe)		
	Value	Annual % Growth
SHORT-TERM OBLIGATIONS		
Consumer Credit Obligations		
Borrowings on Life Insurance		
Installment Loans		
Accrued Income Taxes		
Other Short –Term Obligations (describe):		
a.		
b.		
c.		
d.		
TOTAL Short-Term Obligations		
LONG-TERM OBLIGATIONS		
Loans: Investment Assets		
Loans: Personal Assets		
Mortgage on Personal Residences		
Other Long-Term Obligations (describe):		
a.		
b.		
c.		
d.		
TOTAL Long-Term Obligations		
TOTAL LIABILITIES		

	Value
TOTAL ASSETS	
TOTAL LIABILITIES	
NET WORTH	

DETAILS OF DEBT

Creditor	Date of Note	Original Amount	Current Balance	Monthly Payment	Interest Rate	Term of Loan

BUDGET INFORMATION

Item	Monthly Budget	Yearly Budget	Annual % Growth
1. EMPLOYMENT INCOME:			
Salary			
TOTAL Employment Income			
2. OTHER INCOME:			
Dividends and Interest			
Rent Income			
Pension Income			
Other Income			
TOTAL Other Income			
3. INCOME TAXES:			
Income Taxes			
Social Security			
IRA Deductions			
401(k) Deductions			
Other Deductions			
TOTAL Income Taxes			
4. COMMITTED EXPENDITURES:			
Housing (Mortgage/Rent)			
Utilities and Telephone			
Real Estate Taxes			
Debt Repayment			
Property and Liability Insurance			
TOTAL Committed Expenditures			

BUDGET INFORMATION

Item	Monthly Budget	Yearly Budget	Annual % Growth
5. SOMEWHAT DISCRETIONARY:			
Food, Groceries, Etc.			
Clothing and Cleaning			
Transportation			
Medical/Dental Expenses			
Housing Supplies/ Maintenance			
Life Insurance			
Current School Expenses			
Asset Replacement			
Other Expenses			
TOTAL Somewhat Discretionary			
6. VERY DISCRETIONARY			
Vacations, Travel, etc.			
Recreational/ Entertainment			
Contributions, Gifts			
Household Furnishings			
Education Fund			
Savings			
Investments			
TOTAL Very Discretionary			
Total Expenses			
Available for Savings/ Investment			

GOALS AND OBJECTIVES

Few people think of writing down their goals and objectives. Yet goals are one of the most powerful motivating forces known to man. In his book *A Strategy for Daily Living* (New York: Free Press, 1973), Dr. Ari Kiev of Cornell Medical Center states, "With goals people can overcome confusion and conflict over incompatible values, contradictory desires, and frustrated relationships with friends and relatives, all of which often result from the absence of rational life strategies."

"Observing the lives of people who have mastered adversity, I have repeatedly noted that they have established goals and, irrespective of obstacles, sought with all of their effort to achieve them. From the moment they fixed an objective in their mind and decided to concentrate all their energies on a specific goal, they begin to surmount the most difficult odds."

The purpose of this worksheet is to assist you in outlining the goals for your life. While it concentrates on financial goals, you'll also want to compartmentalize your life and your goals into such topics as business and professional goals, family relationship goals, retirement and spiritual goals.

Where would you like to be in terms of financial security within the next five years?

List your major financial obligations, dividing them into the present and the future.

Present

Future

State in general terms how you would like to provide for your spouse, children, and beneficiaries in the event of your death.

Do you have a donative intent toward any charities?

Yes For whom would you consider a lifetime gift or testamentary gift?

No

Reasons for decisions above:

At what age would you like to retire from your present employment? _____

Have you considered a second career? Yes What would it be? _____

Do you have to do any outside preparation for this second career? Note preparations.

No

In terms of today's dollars, what do you consider an adequate retirement income?

Have you planned to structure your investment program in such a way as to meet these income requirements?

Yes No

As far as overall retirement is concerned, have you considered the following items?

- The impact of inflation
- Your income need
- Sources of income
- Utilization of time
- Insurance coverage
- Residency
- Changes in attitude and possible stresses of retirement

All of the subjects are critical and should be explored thoroughly before considering retirement.

PORTFOLIO ALLOCATION SCORING SYSTEM FOR INVESTMENT FUNDS

Answer the questions below and proceed to the following portfolio design pages.

Answer these questions with a score of 1 to 5	Score
1) Earning a long-term return that will allow my capital to grow faster than inflation is one of the most important investment objectives.	
2) I would like an investment that provides me with an opportunity to defer taxation of capital gains to future years.	
3) I do not require a high level of current income from my investments.	
4) I am willing to tolerate some sharp down swings in investment return in order to seek a potentially higher return than normally expected from more stable investments.	
5) I am willing to risk a short-term loss in return for a potentially higher long-run rate of return.	
6) I am willing to accept a low level of liquidity in my investment portfolio.	
TOTAL	

Time Horizon

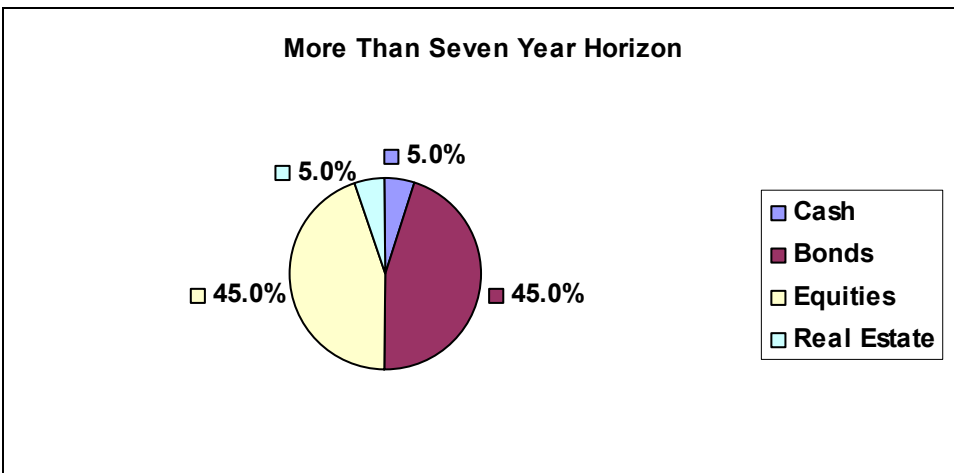
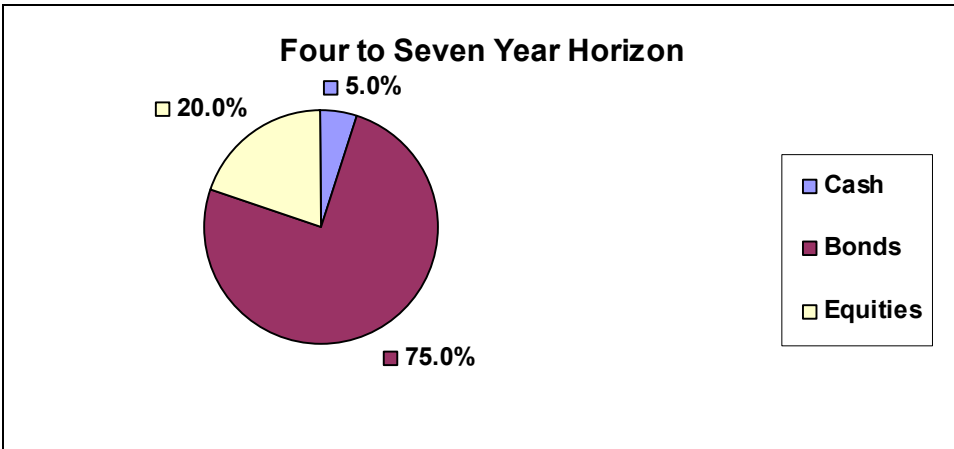
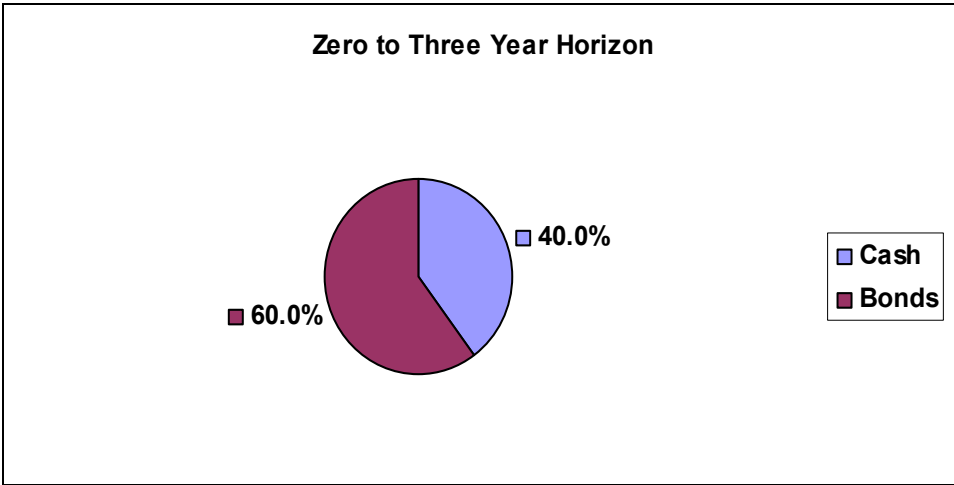
I expect to remain in this portfolio for :

- 0 to 3 Years
- 4 to 7 Years
- More than 7 Years

Design a Portfolio

Use this page if your score is from 6 to 12.

Circle your desired portfolio, or construct your own portfolio in the design box at the right.



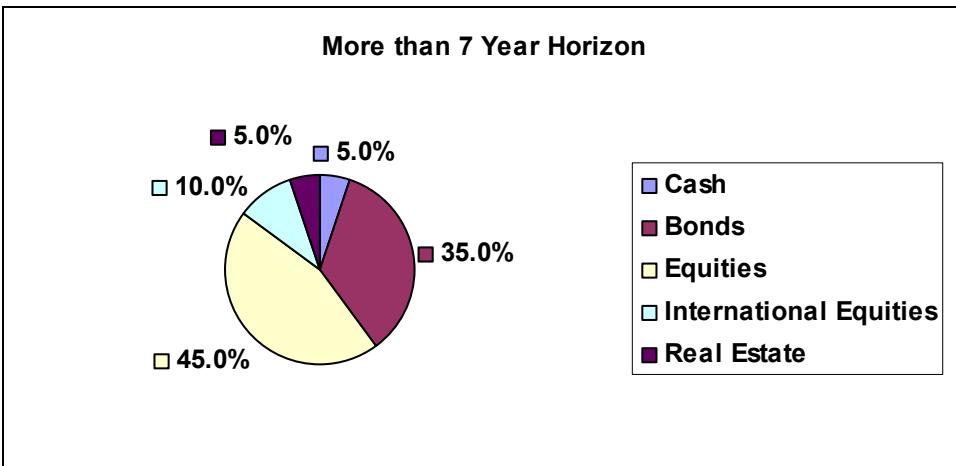
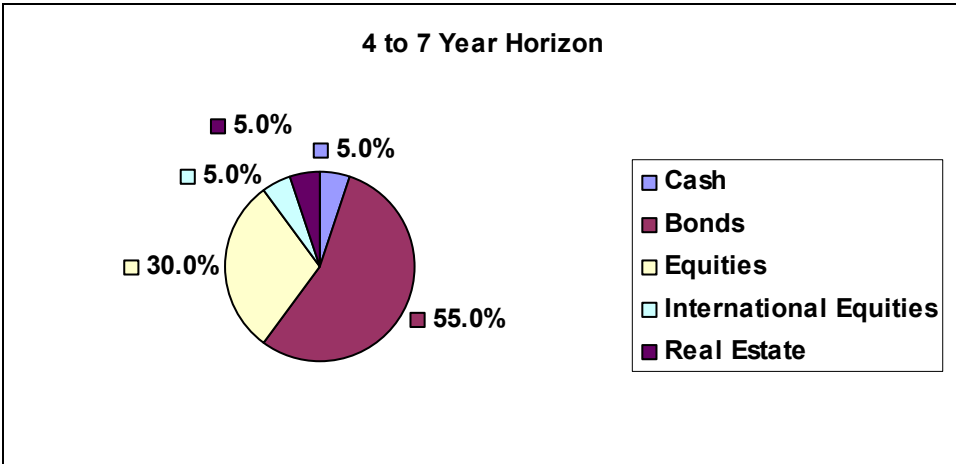
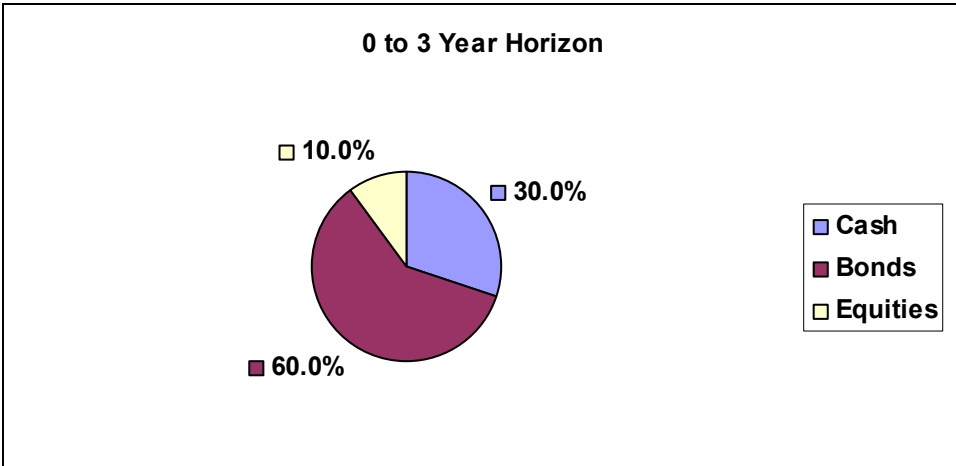
Construct your own portfolio

Cash and Money Market Funds	
Treasury Bonds/Bond Funds	
Corporate Bonds/Bond Funds	
SUBTOTAL	
International Bond Funds	
SUBTOTAL	
Index Fund	
Large Cap Value Funds/Stocks	
Large Cap Growth Funds/Stocks	
Mid/Small Growth Funds/Stocks	
Mid/Small Value Funds/Stocks	
SUBTOTAL	
International Stock Funds	
SUBTOTAL	
Real Estate Funds	
SUBTOTAL	
TOTAL	

Design a Portfolio

Use this page if your score is from 13 to 18.

Circle your desired portfolio, or construct your own portfolio in the design box at the right.



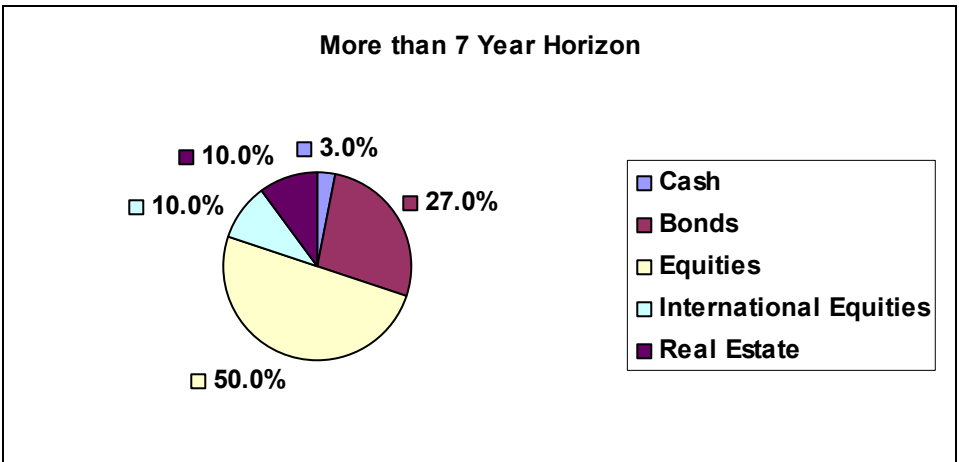
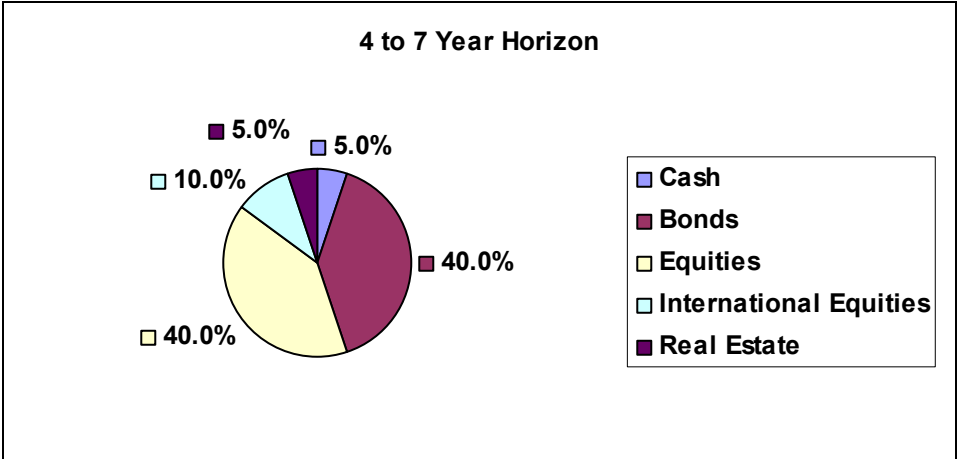
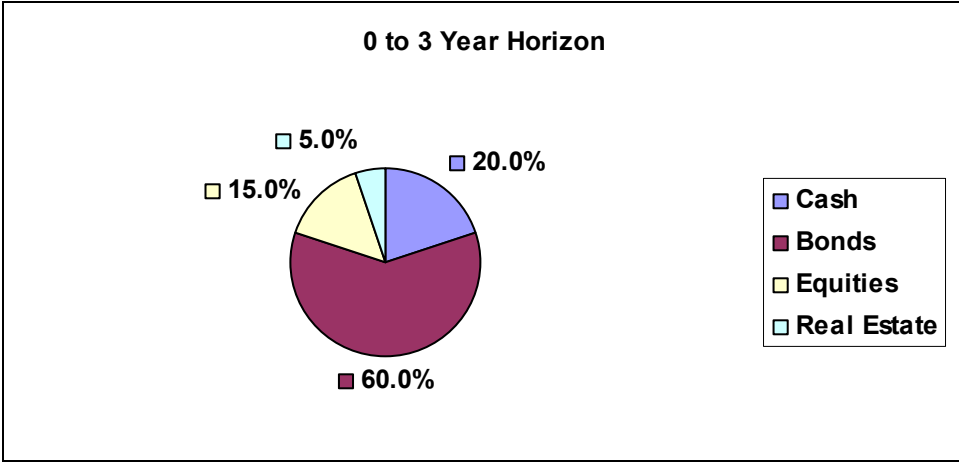
Construct your own portfolio

Cash and Money Market Funds	
Treasury Bonds/Bond Funds	
Corporate Bonds/Bond Funds	
SUBTOTAL	
International Bond Funds	
SUBTOTAL	
Index Fund	
Large Cap Value Funds/Stocks	
Large Cap Growth Funds/Stocks	
Mid/Small Growth Funds/Stocks	
Mid/Small Value Funds/Stocks	
SUBTOTAL	
International Stock Funds	
SUBTOTAL	
Real Estate Funds	
SUBTOTAL	
TOTAL	

Design a Portfolio

Use this page if your score is from 19 to 24.

Circle your desired portfolio, or construct your own portfolio in the design box at the right.



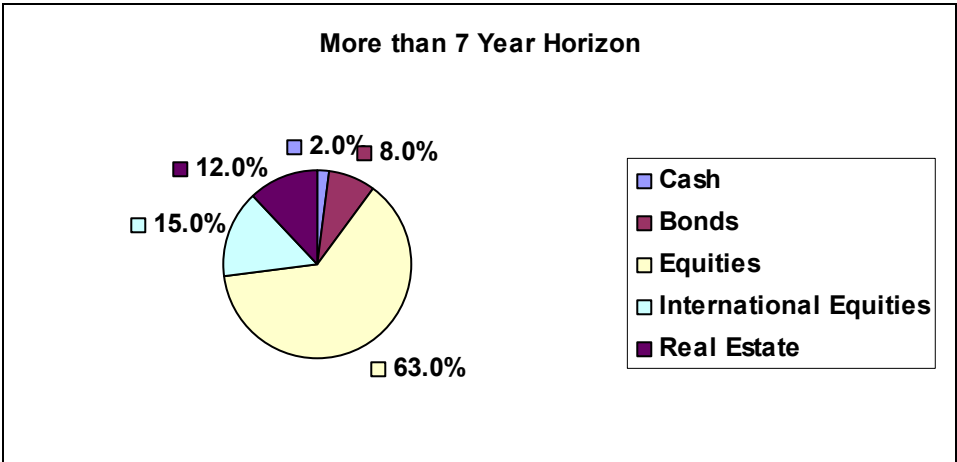
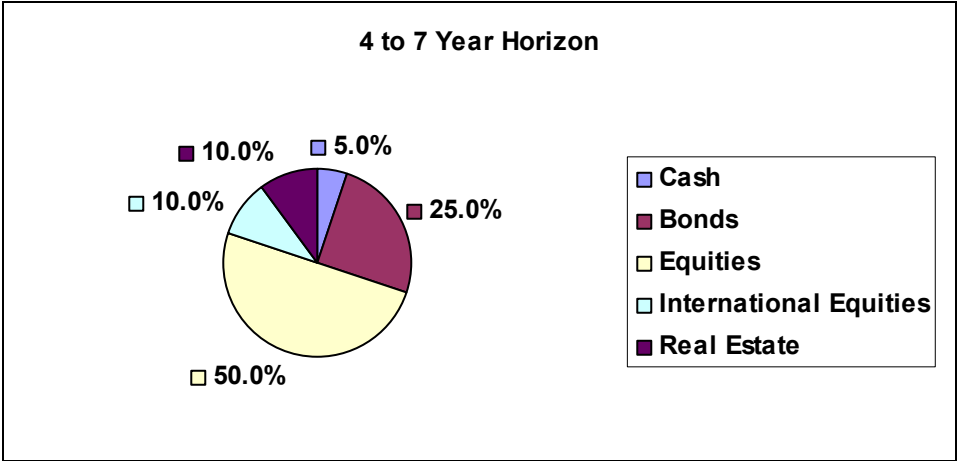
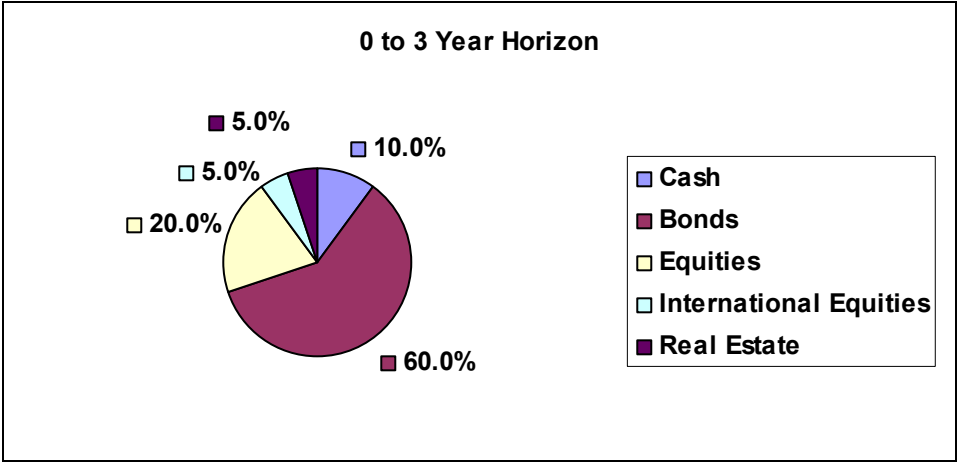
Construct your own portfolio

Cash and Money Market Funds	
Treasury Bonds/Bond Funds	
Corporate Bonds/Bond Funds	
SUBTOTAL	
International Bond Funds	
SUBTOTAL	
Index Fund	
Large Cap Value Funds/Stocks	
Large Cap Growth Funds/Stocks	
Mid/Small Growth Funds/Stocks	
Mid/Small Value Funds/Stocks	
SUBTOTAL	
International Stock Funds	
SUBTOTAL	
Real Estate Funds	
SUBTOTAL	
TOTAL	

Design a Portfolio

Use this page if your score is from 25 to 30.

Circle your desired portfolio, or construct your own portfolio in the design box at the right.



Construct your own portfolio

Cash and Money Market Funds	
Treasury Bonds/Bond Funds	
Corporate Bonds/Bond Funds	
SUBTOTAL	
International Bond Funds	
SUBTOTAL	
Index Fund	
Large Cap Value Funds/Stocks	
Large Cap Growth Funds/Stocks	
Mid/Small Growth Funds/Stocks	
Mid/Small Value Funds/Stocks	
SUBTOTAL	
International Stock Funds	
SUBTOTAL	
Real Estate Funds	
SUBTOTAL	
TOTAL	

Life Insurance Questionnaire

1. The following are six ways of paying for and investing in life insurance. Rate your initial reaction (on scale of 1 to 5) to the type of policy named.
 - Non-Guaranteed Term:
 - Yearly Renewable and Convertible Term:
 - Whole Life:
 - Universal Life:
 - Variable Life:
 - Universal/Variable Life:
2. I wish to put enough money into a life insurance policy to buy the life insurance protection only - no investments.
3. At this time, I am not able to consider investing with an insurance company.
4. I prefer not to invest with a life insurance company.
5. The term policy need not be renewable or convertible as long as it provides uninterrupted life insurance for at least 2 years.
6. I want the term policy to contain renewability and convertibility features.
7. I prefer to invest capital with an insurance company and have the charges for expenses and term insurance (mortality costs) deducted from my investment account earnings (pre-tax).
8. I prefer the Whole Life policy which invests in the long-term bond and mortgage portfolio of the life insurance company.
9. I prefer the whole life arrangement of paying for life insurance for all of the following:
 - Not applicable.
 - I like long-term bond and mortgage investments for life insurance.
 - I wish to use a very conservative investment account within my policy.
 - I desire low volatility.
 - I prefer a fixed, contractually guaranteed premium.
 - I desire a relatively high degree of assurance that my payments into the policy may be eliminated (e.g., a "short pay" policy with a seven to twelve year time frame) with a high degree of confidence that premiums will not have to be paid after that time.
 - I prefer a low management type of policy.
 - I do not want premium, face amount or investment flexibility.
10. I prefer the Universal Life arrangement of paying for life insurance for all of the following reasons:
 - Not applicable.
 - I prefer having the insurance company specify each year the interest I will earn on the capital invested within my policy as determined by market conditions and at the company's discretion.
 - The guaranteed interest account is sufficient for my life insurance investment purposes. I do not and will not want or need any other investment alternatives in the future.
 - I like being able to see exactly what my investment is earning and the exact charges being made against my policy.
 - I like the flexibility of being able to adjust the face amount of the policy.
 - I like the flexibility of being able to vary my premium payments into the policy.
 - I want face amount and premium flexibility, but not investment flexibility.
11. I prefer the Variable Whole Life arrangement of paying for life insurance for all
 - Not applicable.
 - I like the security of knowing I only need to pay a fixed annual premium to maintain my policy regardless of what happens to my policy investments, mortality costs or expenses.
 - I like the fixed premium arrangement.

Life Insurance Questionnaire

- I like having the ability to invest in a variety of investment accounts and being able to reposition these investments.
 - I do not want premium or face amount flexibility, just investment flexibility.
 - I like the guarantee that my death benefit will never go below the original face amount of the policy.
12. I prefer the Universal/Variable arrangement of paying for life insurance for the following reasons:
- Not applicable.
 - I desire the flexibility this policy offers with regard to face amount, premium payments into the policy and the investment alternatives available in the policy.
 - I welcome the opportunity to exercise management control over premium, face amount and investments in this policy and to enjoy the living benefits that it offers to enhance my family's/company's security. I am aware of the responsibility that is inherent.
 - I want to have the opportunity to use the family of mutual funds within a policy to accumulate for family investment objectives without creating income tax liabilities.
 - I like the idea of having access to a family of mutual funds sheltered from current taxation.
 - I prefer to retain premium flexibility, face amount flexibility, and investment flexibility.