



Financial Strategy Action Plan

Prepared for:

Jane and John Sample

Prepared by:

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Date:

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Financial Strategy Action Plan

The Financial Strategy Action Plan is an important written document that is used to complement your Envision Plan. Envision provides you with a road map that clearly defines your financial and life goals within a relevant, explicitly stated time horizon. The Financial Strategy Action Plan will be used to outline specific implementation strategies and monitor their completion.

Together, Envision and the Financial Strategy Action Plan allow you to address concerns including: retirement, investment strategy, cash flow, liability management, education funding and estate planning. They are designed to encompass multiple aspects of your personal financial situation, enabling you to follow a carefully considered and disciplined approach. Many people – and their financial advisors – are tempted to make ad hoc decisions about their financial situation – decisions that are often based on panic or overconfidence. Envision and the Financial Strategy Action Plan will assist us in evaluating the long-term and evolutionary nature of your financial picture. They will clearly and concisely identify the constraints and opportunities of your current financial situation while also focusing on your goals and objectives.

As a result, we can attend to your short-term needs without losing sight of your long-term goals. Using Envision and the Financial Strategy Action Plan, we can work together to establish guidelines that we believe are appropriate to your situation, given the strategies available and the realities of the marketplace.

You are responsible for your own personal financial policy. I will, however, guide you through this process. Once you have established your policy, I will work to follow that policy. We will, of course, regularly re-evaluate and update your plan. Personal financial strategy evolves in response to personal and family changes, and your plan should adapt to these changes.

A professionally prepared Envision and Financial Strategy Action Plan will track your progress and provide continuity from one year to the next. They will also help to prevent misunderstandings, because they clearly explain the nature of our relationship and the strategies we have agreed to implement. Finally, the Financial Strategy Action Plan will be used to coordinate the efforts of other professionals (for example: accountants, lawyers) that we choose to consult as part of the investment planning process. Keep in mind that Wells Fargo Advisors is not a tax or legal advisor.

This document is not a contract of any kind. It is a summary of the financial-management strategies, techniques, goals and objectives that we have agreed are most appropriate for your particular situation.

Financial Strategy Action Plan

Your personal profile

Personal Information

Address: 111 Main St, Richmond, VA 23322
Phone: 804-555-1212
E-mail: jane.sample@embarqmail.com
Birth Date(s): June 2, 1969 (Jane) May 23, 1969 (John)

Dependent children

Name: Elizabeth Kate Sample	Birth Date: 09/14/88
Name: James Michael Sample	Birth Date: 05/09/02
Name:	Birth Date:
Name:	Birth Date:
Name:	Birth Date:

Other children/grandchildren

Name:	Birth Date:
Name:	Birth Date:
Name:	Birth Date:
Name:	Birth Date:
Name:	Birth Date:

Financial Strategy Action Plan

Your client advisory support team

Accountant: Ed Jorgenson
Address: 777 First St., Ste. 100, Richmond, VA 23322
Phone: 804-555-3333
E-mail: edward.jorgenson@taxslawsrus.com

Lawyer: Marcie Wall
Address: 888 Second St., Richmond, VA 23322
Phone: 804-555-4445
E-mail: Marcia.wall@walllaw.com

Notary: Devin DeStefano
Address: 626 Third St., Richmond, VA 23322
Phone: 804-555-4444
E-mail: devin.destefano@wachoviasec.com

Banker: Cindy Snyder
Address: 555 Fourth St., Richmond, VA 23322
Phone: 804-555-2222
E-mail: cindy.snyder@wachovia.com

Financing:
Address:
Phone:
E-mail:

Insurance: Gayle O. Kessler
Address: 999 Fifth St., Richmond, VA 23322
Phone: 804-555-7777
E-mail: gayle.o.kessler@statefarm.com

Other:
Address:
Phone:
E-mail:

Other:
Address:
Phone:
E-mail:

Other:
Address:
Phone:
E-mail:

Financial Strategy Action Plan

Your retirement strategy

Employer retirement plans

Strategy:

\$670,000 in John's company 401(k), contribute 2010 maximum of \$16,500

Date last reviewed:

November 3, 2009

Next action:

John to provide updated investment options of plan for review prior to next review meeting in May 2010

IRA

Strategy:

Contribute \$5,000 for John and Jane by April 15, 2010 for 2009 tax year

Date last reviewed:

November 3, 2009

Next action:

Jane to verify with accountant what amount may be deductible

Inherited IRA

Strategy:

Jane's deceased father's IRA – review asset allocation and take RMD prior to year-end 2010

Date last reviewed:

November 3, 2009

Next action:

November 2010; take RMD and determine how to reinvest

Variable life/annuity

Strategy:

Date last reviewed:

Next action:

Other strategies

Strategy:

Date last reviewed:

Next action:

Your investment strategy

Determining your risk tolerance

Strategy:

Maintain Moderate Growth allocation per Envision plan

Date last reviewed:

November 3, 2009

Next action:

Review in May 2010

Long-term perspective / On-going management

Strategy:

Reviewed performance and diversification of Masters and Fundsourc accounts – no current changes

Date last reviewed:

November 3, 2009

Next action:

Review performance and style diversification in May 2010

Financial Strategy Action Plan

Your cash flow strategy

Cash flow analysis

Strategy:

Maintain monthly spending budget of \$10,000

Date last reviewed:

November 3, 2009

Next action:

Review budget and plan for private school tuition payment for Elizabeth in fall of 2010

Emergency funds

Strategy:

Maintain \$50,000 cash in Resource Account

Date last reviewed:

November 3, 2009

Next action:

Review in May 2010

Your liability management

Mortgage considerations

Strategy:

Referred to Wells Fargo Mortgage to pursue refinance. Reduced interest rate from 6.5% to 5.5% for 30-year fixed.

Date last reviewed:

May 12, 2009

Next action:

Review in May 2010

Debt analysis

Strategy:

Eliminate small outstanding credit card balance immediately using savings

Date last reviewed:

November 3, 2009

Next action:

Review in May 2010

Securities-backed line of credit

Strategy:

Open Asset Advantage Line of Credit for \$50,000 to cover unexpected circumstances

Date last reviewed:

November 3, 2009

Next action:

Advisor and John to confirm completion by December 31, 2009

Please see disclaimer at the end of this document.



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Financial Strategy Action Plan

Your education savings

529 plans

Strategy:

Continue making monthly automatic contributions of \$300 to both Elizabeth's and James' Virginia 529s.

Date last reviewed:

November 3, 2009

Next action:

Review performance and allocation in May 2010

Please consider the investment objectives, risks, charges and expenses carefully before investing in a 529 savings plan. The official statement, which contains this and other information, can be obtained by calling your Financial Advisor. Read it carefully before you invest. An investor should consider, before investing, whether the investor's or designated beneficiary's home state offers any state tax or other benefits that are only available for investments in said state's 529 college savings plan.

Custodial accounts

Strategy:**Date last reviewed:****Next action:**

Other strategies

Strategy:

Discussed potential formation of trusts for each child funded by John's father

Date last reviewed:

Via phone on December 10, 2009

Next action:

Advisor to set up follow up phone call with John, Jane, and John's father to discuss next steps – scheduled for February 27, 2010

Your family security

Life insurance

Strategy:

Maintain current term coverage for John of \$2,000,000 and Jane of \$1,000,000. 15 years remaining on policies

Date last reviewed:

May 12, 2009

Next action:

Review coverage in May 2010 for potential cost savings

Disability insurance

Strategy:

John to maintain enrollment in company offered basic and supplemental disability insurance coverage. Coverage now stands at 75% of pre-tax earnings.

Date last reviewed:

May 12, 2009

Next action:

Review in May 2010 to ensure coverage matches current income.

Long-term care insurance

Strategy:

No LTC in place currently per decision by John and Jane.

Date last reviewed:

November 3, 2009

Next action:

Advisor to set up meeting for John and Jane with John Hancock representative to discuss LifeCare policy – scheduled for March 15 at Sample's house

Financial Strategy Action Plan

Asset protection and creditor proofing

Strategy:

Ensure titling of assets is consistent with estate plan; review beneficiary designations annually.

Date last Reviewed:

May 12, 2009

Next action:

Review in May 2010 for any changes in family situation; update "Your Financial Information" record keeper annually.

General Insurance

Strategy:

Keep Umbrella policy at appropriate level – currently \$2,000,000

Date last reviewed:

May 12, 2009

Next action:

Review in May 2010

Financial Strategy Action Plan

Your estate strategy – (Personal)

Your will(s)

Strategy:

Have updated wills on file with attorney and executors.

Date last reviewed:

August 17, 2009

Next action:

Review annually or if personal circumstances change.

Durable power of attorney

Strategy:

Assigned to Jane's sister, Judy Doe to handle for both John and Jane.

Date last reviewed:

August 17, 2009

Next action:

Review annually; discuss with children at appropriate age

Health care power of attorney

Strategy:

Assigned John's brother, Jim Sample to handle for both John and Jane.

Date last reviewed:

August 17, 2009

Next action:

Review annually; discuss with children at appropriate age

Living wills

Strategy:

Have living will completed and on file with primary physician's office.

Date last reviewed:

August 17, 2009

Next action:

John and Jane confirmed this had occurred on October 15, 2009.

Trusts

Strategy:

Ensure Living Trusts are funded appropriately for John and Jane; ensure assets are title appropriately.

Date last reviewed:

August 17, 2009

Next action:

John and Jane to review with Advisor and attorney annually

Inheritances

Strategy:

Date last reviewed:

Next action:

Transfer-on-death accounts

Strategy:

Date last reviewed:

Next action:

Principal residence

Strategy:

Ensure titling is consistent with trust provisions.

Date last reviewed:

August 17, 2009

Next action:

Review annually or if personal circumstances change.

Financial Strategy Action Plan

Charitable donations

Strategy:

Primary charity: American Cancer Society – 2009 contribution of \$5,000

Date last reviewed:

November 12, 2009

Next action:

Review annually in conjunction with year-end tax strategies to manage tax liability and meet philanthropic goals. Include Accountant.

Gifting techniques

Strategy:

Date last reviewed:

Next action:

Second properties

Strategy:

Keep rental property at 4510 Leonard Parkway as source of supplemental income.

Date last reviewed:

November 17, 2009

Next action:

Review in May 2010; review mortgage interest rate environment and consider refinancing if beneficial

Financial Strategy Action Plan

Tax-related topics

Roth IRA conversion

Strategy:

Explore whether or not to convert IRAs to Roth in 2010

Date last reviewed:

November 12, 2009

Next action:

Review early in 2010 with John and accountant based on tax law changes

Capital gains

Strategy:

Manage annual gains by harvesting tax losses

Date last reviewed:

Via phone with John and Accountant on December 7, 2009

Next action:

Review annually prior to year-end.

Advisor to consult with John and accountant.

Company stock benefits

(Stock options, restricted stock, etc.)

Strategy:

Date last reviewed:

Next action:

Alternative minimum tax exposure

Strategy:

Project potential AMT issues. No action needed in 2009.

Date last reviewed:

Via phone with John and Accountant on December 7, 2009

Next action: Review annually prior to year-end.

Advisor to consult with John and accountant.

For your business

Qualified retirement plan

Strategy:

Date last reviewed:

Next action:

Buy-sell agreements and life insurance

Strategy:

Date last reviewed:

Next action:

Succession/exit strategies

Strategy:

Date last reviewed:

Next action:

Financial Strategy Action Plan

Availability

A qualified staff member will generally be available to you at your convenience. If not, we will follow up with you promptly. We will also strive to return all messages by the end of the business day.

Your commitment

You must have a genuine interest in your financial well-being and the process of planning to achieve your personal goals and objectives.

You also will make an effort to be as thorough as possible when disclosing your current financial situation with the realization that my recommendations as an advisor are only as accurate as the information provided to me.

Recommendations

Envision and the Financial Strategy Action Plan are intended to be reviewed and revised. They should evolve as your life evolves. We will plan to review, modify and update these documents on a regular basis to ensure that they remain consistent with your current situation, goals, risk tolerance and objectives. We will make any new and appropriate recommendations at these regular meetings.

Service-level commitments:

Personal Meeting – Frequency: Semi Annual

Reporting – Frequency and Types:
Quarterly

Investment and insurance products:

NOT FDIC-Insured	NO Bank Guarantee	MAY Lose Value
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