

Financial Planner Interview Questionnaire

Background and Education

The backgrounds of financial planners can vary as much as the services offered. The planner's education and experience should demonstrate a solid foundation in financial planning and a commitment to keeping current.

1. What is your educational background?

College degree and area of study _____

Graduate degrees and area of study _____

What is your financial planning education and designations?

Certified Financial Planner (CFP) _____

Chartered Financial Consultant (ChFC) _____

Registered Financial Consultant (RFC) _____

Other _____

2. How long have you been offering financial planning services?

Less than two years _____

Two to five years _____

More than five years _____

3. What continuing education in financial planning do you pursue?

1 to 14 hours of professional education each year _____

15 to 30 hours of professional education each year _____

At least 30 hours of professional education each year _____

4. Are you a member of any professional financial planning associations?

Financial Planning Association (FPA) _____

National Association of Personal Financial
Advisors (NAPFA) _____

International Association of Registered

Financial Consultants (IARFC) _____

Registry of Financial Planning Practitioners _____

Other _____

5. Will you provide me with references from clients?

6. Have you ever been cited by a professional or regulatory governing body for disciplinary reasons?

Services

Financial planners provide a range of services. It is important to match client needs with services provided.

1. Does your financial planning service include:

A review of my goals

Advice on:

- Cash management and budgeting
- Tax planning
- Investment review and planning
- Estate planning
- Insurance needs in the area of life, disability, health, and property/casualty
- Retirement planning
- Other _____

2. Do you provide a written analysis of my financial situation and recommendations?

Is the analysis tailored to my personal needs and goals?

3. Does your financial planning service include recommendations for specific investments or investment products?

Do you offer assistance with implementation?

4. Do you offer continuous, on-going advice regarding my financial affairs, including advice on non-investment financial issues?

5. Do you take possession of, or have access, to my assets?

Financial Planner Interview Questionnaire Continued

Compensation

Financial planning costs include what a consumer pays in fees and commissions. Comparison between planners requires full information about potential total costs. It is important to have this information before entering into any agreement.

1. How is your firm compensated?

- ☐ Fee only
- ☐ Commission only
- ☐ Fee and commissions
- ☐ Fee offset

How is your compensation calculated?

☐ Fee only (as calculated below):

Based on an hourly rate of \$ _____

Flat fee or fee range of _____

Percentage (%) of _____

Are fees capped? _____

☐ Commission only (from securities, insurance, etc., that clients buy from a firm with which you are associated)

☐ Fee and commission (sometimes referred to as "fee based")

☐ Fee offset (a flat fee is charged against which commissions are offset). If the commissions exceed the fee, is the balance credited to me?

2. If you earn commissions, approximately what percentage of your firm's commission income comes from:

Insurance products: _____%

Annuities: _____%

Mutual funds _____%

Limited partnerships _____%

Stocks and bonds _____%

Coins, tangibles, collectibles _____%

Other (explain) _____%

= 100%

3. Does any member of your firm act as a general partner, participate in, or receive compensation from investments you may recommend to me?

[Note: The Securities and Exchange Commission requires that the above information be disclosed.]

Regulatory Compliance

The SEC requires if an individual or firm holds out to the public that they provide financial planning services, under most circumstances, they are required to be registered with the SEC.

1. Are you or your firm registered as an investment adviser with the U.S. Securities and Exchange Commission? If no, please explain:

2. Is your firm registered with your state securities office? If no, please explain:

Please provide a copy of your registration with the Securities and Exchange Commission (ADV Part II), as required by the SEC under the Investment Advisers Act of 1940.

Financial Planner Disclosure Form

For the period _____ to _____

Investment and Insurance Products	Amount to Invest	Estimated Commission Rate	Estimated Income to Planning Firm and Affiliates*
_____	\$ _____	_____ %	\$ _____
_____	\$ _____	_____ %	\$ _____
_____	\$ _____	_____ %	\$ _____
_____	\$ _____	_____ %	\$ _____
_____	\$ _____	_____ %	\$ _____
_____	\$ _____	_____ %	\$ _____
Total	\$ _____	_____ %	\$ _____

*Total amount of commission, rebate or fee typically earned by planner, firm, employee and affiliate in the first year.

Services: (money management, investment supervision, retainer arrangements or implementation fees)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Other Compensation to Planning Firm and Affiliates: (Check all that apply and explain to client)

	No	Yes		No	Yes
12b-1 fees	<input type="checkbox"/>	<input type="checkbox"/>	Eligibility for sales prizes	<input type="checkbox"/>	<input type="checkbox"/>
Trailing commissions	<input type="checkbox"/>	<input type="checkbox"/>	Soft-dollar benefits	<input type="checkbox"/>	<input type="checkbox"/>
Surrender charges	<input type="checkbox"/>	<input type="checkbox"/>	Performance Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Back-end fees	<input type="checkbox"/>	<input type="checkbox"/>			
Contingency fees	<input type="checkbox"/>	<input type="checkbox"/>			

Note to client: Estimated commissions and fees do not include commissions and fees that might be payable to non-affiliated third parties as a result of the purchase of financial products and services. These commissions and fees may be substantial. The client is strongly advised to seek full disclosure of fees and commissions when purchasing financial products or services.

I acknowledge receiving this document:

Client (signature) Date

Client (signature) Date

Planner (signature) Date

Principal (signature) Date