



Client Discovery Document

CONFIDENTIAL

Please enter the details of your financial situation and your goals directly into this document.
When finished, please rename and save the document to your computer. You can then email a copy to us.

Purpose of This Workbook and Helpful Checklist

This workbook is designed to help you collect and organize the information needed to develop your Retirement Plan which includes your goals and the resources available to fund them. Gathering information from the checklist below will help you move through workbook. It's a good idea to gather as much of this information as possible before you start filling in the workbook.

Statements:

These statements may be helpful throughout the workbook.

Social Security Administration	Investment	College savings accounts
Bank	Retirement accounts	Mortgage

Retirement goals and associated costs

Consider what you might need or want in retirement and how much the items you select might cost.

Basic living expenses	Home improvement	Start a business
Health care	College / education	Other major purchase
Car/truck	Providing care for a loved one	Leave a bequest
Travel	New house	Other

Retirement income

Consider the source of income in retirement and the amount.

Social Security benefits <i>We'll estimate them for you, unless you have your own amount to enter.</i>	Pension	Part-time work
	Annuity Income	Other
	Alimony	

Investment assets

You will be able to enter totals for each of these asset types (for example, the total of all your Roth IRAs):

Employer-sponsored plans	Taxable assets, e.g., stocks, bonds, CDs	Tax-free accounts
Traditional IRAs	Tax-deferred accounts	529 college savings plans
Roth IRAs		Other

Other assets

Select other assets you may have and estimate the dollar value.

Home(s)	Business	Inheritance or gift
Collectibles	Real estate	Other
Personal property	Life insurance with cash value	

Liabilities or debt (total amount):

Mortgages	Business loans	Education or student loans
Equity lines of credit	Credit cards	Other
Vehicle loans	Personal lines of credit	

Other information:

Contributions and additions currently being made to retirement savings plans	Projected employee benefits	Other life insurance policies
	The date when major liabilities end	

Thank you in advance for taking the time to gather some of this information so we can focus on the fun stuff: developing a plan that addresses your goals, hopes, and dreams in retirement.

Get Started on Your Retirement Plan

Personal Information

	Client (C)		Co-Client (Co)		
Name					
Gender	Male	Female	Male	Female	
Date of Birth	/ /		/ /		
Employment Status	Employed Business Owner	Retired Homemaker	Employed Business Owner	Retired Homemaker	
Employment Income	\$		\$		
Other Income (non-investment only)	\$		\$		
Net Worth (Approx.)	< \$250K	\$250K - \$500K	\$500K - \$1M	\$1M - \$2M	>\$2M
Marital Status			State of Residence		

Children and Grandchildren (or any other participant included in this plan)

Name	Date of Birth	Relationship
	/ / age:	
	/ / age:	
	/ / age:	

Expectations & Concerns - What do you most look forward to? What concerns you? Select what applies to you.

Retirement Expectations	At Retirement			Retirement Concerns	At Retirement			Degree High/Med/Low
	C	Co	Both		C	Co	Both	
Active Lifestyle				Money Concerns				
Quiet Lifestyle				Not having a paycheck				
Opportunity to Help Others				Running out of money				
Moving to a New Home				Suffering investment losses				
Work by Choice				Leaving money to others				
Time to Travel				Health Concerns				
Start a Business				Cost of health care or long-term care				
Time with Friends & Family				Current or future health issues				
Less Stress - Peace of Mind				Dying early				
				Living too long				
				Getting ill				
				Personal & Family Concerns				
				Being bored				
				Parents needing care				
				Something Else/Other Concerns				

Top Five Concerns in Retirement: 1. Running out Money. 2. Cost of health care or long-term care.
3. Suffering investment losses. 4. Current or future health issues. 5. Not having a paycheck anymore.

Retirement Age

Retirement Age *If already retired, skip to Planning Age*
When would you like to retire? Enter your Target Retirement Age. Then, indicate how willing you are to delay retirement beyond that age, if it helps you fund your Goals.

	Client	Co-Client
Target Retirement Age	Age:	Age:
How willing are you to retire later (if necessary) to attain your Goals?	Not at All Slightly Somewhat Very	Not at All Slightly Somewhat Very
What order of retirement do you prefer?	Both retire in the same year. Either can retire first.	Only Client can retire first. Only Co-Client can retire first.

Planning Age

How long will you live in retirement? With Americans living longer, it's a good idea to consider how long you think you will live. This is important because your plan will need to cover how long you live in retirement.

	Client	Co-Client
Are you a smoker	Yes No	Yes No
For your age, how would you rate your health?	Poor Good Excellent	Poor Good Excellent
If you compare your family members to others, how long do they tend to live?	Shorter than average About Average Longer than Average	Shorter than average About Average Longer than Average

Let's Talk About Your Goals

Taking time to define your goals in retirement is important. You'll want to prioritize your goals into needs, wants and wishes and ensure that you know what it will take to pay for each of your goals. Needs are the critical items such as basic living expenses (housing, food, clothing), health care, and a car or transportation. Wants are those items that are really important to you and wishes are things that aren't necessary but would be the icing on the cake.

Prioritizing your goals will help you be aware of what you need to focus on funding and where you can make trade offs, if needed. There are no right or wrong answers - this is your plan and your retirement.

1. Still Have College Expenses?

- If you still have college expenses to pay, it may be a good idea to start with the College Goal.
- Enter all College Goals regardless if they occur before or during retirement.
 - Enter as many College Goals as you need for kids, grandkids or even yourself, undergraduate or graduate.

2. What's Happening Before You Retire?

- If you plan to use money from your Investment Assets (i.e., savings and investment accounts) to pay for any purchases or activities before you retire, you should create a separate Goal for each one.
- Review the Lifestyle Goals on the following pages and identify those that are important to you.
 - DO create a Goal for expenses that will be paid (fully or partially) from Investment Assets (e.g., renovating the kitchen, or taking that BIG trip to Europe).
 - DO NOT create Goals for any expenses that are paid entirely from your employment income (e.g., cars, annual vacations).

3. Retirement Lifestyle Goals - Start with the fun stuff!

- Add a Lifestyle Goal for each significant purchase or activity that will make your retirement satisfying and enjoyable. Lifestyle Goals are above and beyond what you need to pay the basic expenses of day-to-day living.
- Review the Lifestyle Goals again. Which ones are important to your retirement satisfaction?
 - Dream a little (or a lot). Create all the Goals you'd like, even if you're not sure you can afford them.

4. Retirement Living Expense

When would you like to retire? How willing are you to delay retirement in order to reach your Goals? Are you already retired? It's time to identify the amount for your basic living expenses during retirement. The budget worksheet can assist you in determining this amount.

Identifying individual Lifestyle Goals can help you make better financial decisions, and increase the overall satisfaction you obtain from your money during the rest of your life. You may even discover that you can do more with your money than you ever expected.

Goal Importance Scale

Use this scale in the next few Lifestyle pages to indicate the importance of each Goal on a scale of 10 - 1, with 10 being the most important. This exercise and rating groups your goals by Needs (what you must have), Wants (what you would like to have), and Wishes (what you wish to have).



Needs: Lifestyle Goals Before and After Retirement



Living Expense

Everyone must pay the bills. This Goal is for your basic day-to-day living expenses (e.g., food, clothes, utilities, etc.) during retirement. By making your Basic Living Expense a separate Goal, you can see exactly what it takes to pay the bills for the rest of your life. When you're confident that you have your basic expenses covered, you can sleep better at night and feel free to enjoy spending money to fulfill your other Retirement Lifestyle Goals.

Importance	Description	Target Annual Amount
10	Living Expense	\$ _____ or <input type="checkbox"/> Use Program Estimate if not Retired

Be sure you don't "double count" any expenses during retirement. For example, if you entered a separate Goal for a car, don't include the purchase cost of this car in your Living Expense, but do include all operating expenses (e.g., gas, taxes, maintenance). If you're not sure how much money you need, use the Budget Worksheet.

Adjustments to Living Expense

Your Retirement Living Expense amount may include some expenses that will end during retirement.

When the expenses end, your Living Expense amount would be reduced. Please indicate any expenses that will end.

Description	Annual Amount (current dollars)	Year Expense Will End	Check if amount inflates
<i>e.g., Mortgage</i>	\$ 16,000	2021	<input type="checkbox"/>
	\$		
	\$		
	\$		



Health Care

If you believe that Health Care costs, beyond basic expenses such as your Medicare supplement, are likely to be particularly significant for you or your family, use this Goal to separate those costs from your retirement living expense.

Importance High Low 10 ↔ 1	Description	Start				Target Amount	How Often	How Many Times
		Year	At Retirement					
			C	Co	Both			
9	e.g., Extra Health Expenses	2029	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 10,000	Annual	10
						\$		
						\$		
						\$		



Car

Chevy? Lexus? One of each? Is it time for a convertible or sports car? To be sure you'll be driving what you want, add separate Goals for buying cars during retirement. Don't forget, you may have a trade-in. So use the amount you'll need after subtracting the trade-in value from the new car price.

Importance High Low 10 ↔ 1	Description	Start				Target Amount after Trade-In	How Often	How Many Times
		Year	At Retirement					
			C	Co	Both			
8	e.g., John's SUV		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 30,000	Every 4 Yrs	6
						\$		
						\$		
						\$		

Lifestyle Goals - Before and After Retirement

Some common goals that may fall under wants and wishes include:



Travel - One Special Trip and/or Recurring Travel Fund

Is there one special place calling your name? Or do you want to travel every year? Create Travel Goals for one special trip, or for a recurring travel.



Home Improvement

Do you have plans to renovate? Will you continue living in your current home? Create Goals for major home improvements and repairs.



College Goal

If you plan to pay for all or part of a college education (or some other education program) for yourself, a child, or grandchild, make sure you have a Goal for it.



Provide Care for Someone

If you need money to take care of someone you love (e.g., your mother in a nursing home, or a child with special needs), make sure you have a Goal to pay for it.



New Home

Are you ready to trade-up or just want more space? Maybe it's time for that vacation home you've always wanted. Make it a Goal and make it come true.



Major Purchase

You've always wanted a _____? A sail boat? A motor home? A hot tub? A snowmobile? Whatever it is, go for it. Fill in the blank, and make it a Goal.



Start Business

If you plan to start a business or buy a business franchise, make it a Goal and make it a success.



Leave Bequest

Do you want to leave something for the kids, your church or alma mater? Create bequests for the money you'd like to leave at your death to family, friends, charities and institutions.



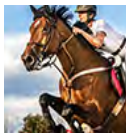
Wedding

Who's getting married? Want to help pay for the wedding? If you plan to pay for all or part of the cost of a wedding, include it as a Goal.



Celebration

What special events do you look forward to celebrating? Do you have a Bar Mitzvah, Bat Mitzvah, family reunion, anniversary or retirement party in your future? A celebration can make a great Goal.



Private School

Do you want to give your kids or grandkids the benefit of a private school education? Make it a Goal.



Gifts - Donations - Help

Is it time to give back? Or maybe your parents or kids need help. Use Gift Goals for anything from holiday presents to cash gifts for family members or organizations.



Anything Else / Other

Did we miss something? If it's expensive or important and doesn't have its own picture - make it an Anything Else Goal, but be sure to add a good description.

Wants: Lifestyle Goals Before and After Retirement

Importance High Low 10 ↔ 1	Description	Start				Target Amount	How Often	How Many Times
		Year	At Retirement					
			C	Co	Both			
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

Wishes: Lifestyle Goals Before and After Retirement

Importance High Low 10 ↔ 1	Description	Start				Target Amount	How Often	How Many Times
		Year	At Retirement					
			C	Co	Both			
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

Want/Wish: Leave Bequest Goal

Importance High Low 10 ↔ 1	Description	Recipient	When Will This Bequest Be Given?			Target Amount
			End of Plan			
			C	Co	Both	
2	e.g., Bequest to My College	State College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 100,000
						\$
						\$
						\$

Retirement Income

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts.

Social Security Benefits - *if available, provide your Social Security estimate statement.*

	Client			Co-Client		
Are you eligible?	Yes	No	Receiving Now	Yes	No	Receiving Now
Amount of benefit	\$		Use Program Estimate	\$		Use Program Estimate
	Primary Insurance Amount (PIA) \$ _____			Primary Insurance Amount (PIA) \$ _____		
When to start	at Full Retirement Age (per Social Security)			at Full Retirement Age (per Social Security)		
	at age _____ at retirement			at age _____ at retirement		

Part-Time Work & Other Retirement Income - Don't include interest or dividend income from your investments. Include income from part-time work, rental property, annuities, royalties, alimony, etc. All amounts are pre-tax and begin at retirement unless otherwise noted.

Description	Client		Co-Client	
	Monthly Income	Yr It Ends or No. of Yrs	Monthly Income	Yr It Ends or No. of Yrs
<i>e.g., Part-time</i>	\$ 1,000	5	\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

Pension Income - *If available, provide your pension statement.*
If you have a lifetime pension, put "End of Life" in "Year It Ends" column.

Description	Whose is it?		Monthly Income	Yr It Ends or No. of Yrs	% Survivor Benefit	Check if amount inflates
	C	Co				
<i>e.g., ABC Pension</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 1,500	<i>End of Life</i>	50%	<input type="checkbox"/>
			\$			
			\$			
			\$			

Investment Assets

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts, reasonable estimates are fine. If available provide your investment statements.

Client

Investment Type	Current Value	Annual Additions	Approximate Allocation		
			Cash	Bond	Stock
Retirement Plans (e.g., 401k, 403b)	\$	\$ or %	%	%	%
Employer Match	\$	\$ or %			
Traditional IRA	\$	\$	%	%	%
Roth IRA	\$	\$	%	%	%
529 Savings Plan	\$	\$	%	%	%
Annuities	\$	\$	%	%	%
Cash Value Life Insurance	\$	\$	%	%	%
Taxable	\$	\$			

Co-Client

Investment Type	Current Value	Annual Additions	Approximate Allocation		
			Cash	Bond	Stock
Retirement Plans (e.g., 401k, 403b)	\$	\$ or %	%	%	%
Employer Match	\$	\$ or %			
Traditional IRA	\$	\$	%	%	%
Roth IRA	\$	\$	%	%	%
529 Savings Plan	\$	\$	%	%	%
Annuities	\$	\$	%	%	%
Cash Value Life Insurance	\$	\$	%	%	%
Taxable	\$	\$	%	%	%

Joint Accounts

Description	Current Value	Annual Additions	Approximate Allocation		
			Cash	Bond	Stock
	\$	\$	%	%	%
	\$	\$	%	%	%
	\$	\$	%	%	%

Joint Accounts

Could you save more to fund your Goals?	Yes No	
If yes, enter the maximum extra amount you could save each year in addition to the amounts above:	\$	Use program estimate of 5% of employment income
How willing are you to save more?	Not at All Somewhat	Slightly Very

Other Assets

Primary Residence

Owner	
Current Value	\$
Growth Rate	%

Business

Owner	
Current Value	\$
Growth Rate	%

If you intend to sell this home or business to fund your Goals, enter the following:

Description	Year to Sell				Estimate of Cash Received (after-tax)		
	Enter Year	At Retirement			Low	Expected	High
		C	Co	Both			
Primary Residence					\$	\$	\$
Business					\$	\$	\$

Other Assets (Other Homes, Real Estate, Personal Property, Collectables, Inheritance)

Description	Owner			Current Value	Planning to sell this asset?	Year Sell / Received	Cash Received (After-tax)
	C	Co	Joint				
					Yes No Only If Needed		
					Yes No Only If Needed		
					Yes No Only If Needed		
					Yes No Only If Needed		

Liabilities

Description	Owner			Current Balance	Monthly Payment	Term	Interest Rate
	C	Co	Joint				

Risk Score

How much market risk are you willing to accept? On a scale of 1 to 100, with 1 being the lowest risk and 100 being the highest risk, what's your risk score?

Household	Client	Co-Client

Two thirds of all investors score between 40 and 60, and only 1 in 1000 select a score lower than 20 or greater than 80. Does your score feel right as you compare yourself to others?

	Household			Men			Women		
Age Group	> 64	50-64	< 50	> 64	50-64	< 50	> 64	50-64	< 50
Avg Score	47	50	54	50	54	59	45	48	52

Additional Considerations

Do you have any of the following? *If available, provide statements.*

Other Information

	Client		Co-Client		Notes
Stock Options	Yes	No	Yes	No	
Restricted Stock	Yes	No	Yes	No	
Deferred Compensation	Yes	No	Yes	No	
Small Business Ownership	Yes	No	Yes	No	

Insurance - have your insurance reviewed and analyzed to see if you have enough coverage.

	Client		Co-Client		Notes
Group/Term Life Insurance	Yes	No	Yes	No	
Death Benefit	\$		\$		
Cash Life Insurance	Yes	No	Yes	No	
Death Benefit	\$		\$		
Cash Value	\$		\$		
Disability Insurance	Yes	No	Yes	No	
Long Term Care Insurance	Yes	No	Yes	No	

Estate - completing this section can help review your Estate plans.

	Client		Co-Client		Notes
Will?	Yes	No	Yes	No	
Including a provision for a Bypass Trust?	Yes	No	Yes	No	
Date documents were last reviewed	/	/	/	/	
Medical Directive?	Yes	No	Yes	No	
Power of Attorney?	Yes	No	Yes	No	