



**CONFIDENTIAL QUESTIONNAIRE**

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_

**PERSONAL INFORMATION**

<b>Client:</b>		
Name: First, Middle Initial, Last / Date of Birth		
Soc Sec # / Birth State:		

<b>Co-Client:</b>		
Spouse Name: First, Middle Initial, Last/DOB		
Spouse SS # / Birth State:		

<b>Contact Information:</b>				
Home Phone:				
Mobile Phone(s):				
Preferred Phone Contact:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	<input type="checkbox"/> Mobile	<input type="checkbox"/> Other
Email Address 1:				
Email Address 2:				
Please note: Email correspondence will be sent to all email addresses listed above. If you do not want email correspondence sent to an email address listed, please note and it will be removed from our records.				

<b>Home Address: Please add physical address to PO boxes</b>	
Address Line 1:	
Address Line 2:	
City:	
State/Zip:	

**Family trees:**

	Father Age/Decsd	Father Health	Mother Age.De csd	Mother Health	Birth Order 1 of	Brothers	Sisters	
Client								
Co-Client								

*Children, dependents and other relatives*

Name	Relationship	Date of Birth	Social Security No.

**What percentage of college do you plan to fund?**

**Private or public college?**

<b>Employment and Business Information:</b>			
Item	Client		Co-client/Spouse
Occupation:			
Employer/Since:			
Business Address			
City/State/Zip:			
Business telephone:			
Business FAX number:			
Business e-mail address:			
10% shareholder or officer of a Public Company?			
Securities firm affiliation?			

**Address Preferences:**

For Written Correspondence:	<input type="checkbox"/> Home	<input type="checkbox"/> Business
For E-Mail Correspondence	<input type="checkbox"/> Home	<input type="checkbox"/> Business

**FINANCIAL PROFILE**

***Investment Portfolio***

Please list your current investment accounts or provide us with copies of the most recent statements for each account. If assets are owned by a trust, please provide us with a copy of the trust document. Please include custodial and college savings accounts.

<b>Owner<sup>1</sup></b>	<b>Current Location<sup>2</sup></b>	<b>Type of Account<sup>3</sup></b>	<b>Current Balance</b>

<sup>1</sup> Client {C}, Spouse {S}, Living Trust {LT}, Joint Tenancy {JT}, Community Property {CP}, Other {O}

<sup>2</sup> Name of Brokerage Firm, Bank, Trust Company, etc.

<sup>3</sup> Regular taxable account (non-retirement), IRA, 401(k), Profit Sharing Plan, etc.

***Real Estate***

Please tell us about any real estate holdings that you currently own.

<b>Type</b>	<b>Purchase Date and Price</b>		<b>FMV</b>	<b>Cost + Improvements</b>	<b>Debt/Rate/Last Refi/Term</b>			
Primary Residence								
Second Residence								
Investment Property #1								
Investment Property #2								

***Retirement***

	<b>Client</b>	<b>Co-Client</b>
Employer Sponsored Pension	\$ _____ per month @ age _____	\$ _____ per month @ age _____
Cost of Living @ %		

	<b>Client</b>	<b>Co-Client</b>
What is your target "retirement" date?		
How do you plan to spend your "retirement" (active travel, start a business etc.)?		

*Special Situations*

	<b>Security</b>	<b>Reason for Holding</b>
Are there any securities in your current portfolio that we should not sell without prior authorization from you? (e.g. restricted stock, investments with large built-in gains, etc.)	_____	_____
	_____	_____
	_____	_____

*Employment Income*

Name	Annual Income	Bonus Amt and Frequency	Net Self Employment Income	Business Ownership Income	Description/Notes

*Cash Flow*

	<b>Annual Amount</b>	<b>Source</b>
Do you have any other sources of income aside from your current employment income?	\$ _____	
	\$ _____	

Do you receive/hold options or participate in stock purchase plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have access to a Company Deferred Comp Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

***Other Income***

Please describe any additional sources of funds you will receive over the next 10 years:  
(Examples: sale of business, inheritance, sale of home).

Source of Funds	Estimated Amount	Estimated Date of Receipt
	\$ _____	
	\$ _____	

	Amount	Frequency
Will you be making regular contributions to your taxable investment or retirement accounts?	\$ _____	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly

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**TAX PROFILE, ESTATE PLAN AND INSURANCE**

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Are you subject to the Federal Alternative Minimum Tax (AMT)?  Yes  No

Do you have any capital loss carry forwards? \_\_\_\_\_  Yes  No

Estate plan current? Last Revision Date? \_\_\_\_\_  Yes  No

HIPAA Update?  Yes  No

Life insurance? Client \$ \_\_\_\_\_ Co-Client \$ \_\_\_\_\_

Irrev Life Ins Trust? \_\_\_\_\_ Client/CoClient

Disability insurance? Client \$ \_\_\_\_\_ Co-Client \$ \_\_\_\_\_

Long Term Care Insurance? Client? \_\_\_\_\_ CoClient? \_\_\_\_\_

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**RISK PROFILE**

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What type of investor do you consider yourself? Please circle a number on the line below.

<b>Client</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Co-Client</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Conservative			Moderate				Aggressive		

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**BENEFICIARY INFORMATION**

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If we will be managing your retirement accounts, whom should we list as the beneficiary designations?

**Account name:** \_\_\_\_\_

	<b>Name and Address</b>	<b>Date of Birth</b>	<b>Tax ID #</b>
<b>Primary</b>			
<b>Contingent</b>			

**Account name:** \_\_\_\_\_

	<b>Name and Address</b>	<b>Date of Birth</b>	<b>Tax ID #</b>
<b>Primary</b>			
<b>Contingent</b>			

**Account name:** \_\_\_\_\_

	<b>Name and Address</b>	<b>Date of Birth</b>	<b>Tax ID #</b>
<b>Primary</b>			
<b>Contingent</b>			

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**INFORMATION REQUEST**

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\_\_\_ Please provide us with copies of the most recent statements for your investment accounts.