

The Financial Planning Process

Welcome to First Affirmative Financial Network. By requesting an initial planning meeting (either in person or by phone), with no further obligation, you have taken the first step towards reaching your financial goals. We look forward to working with you throughout this journey!

You can expect to gain the following through the financial planning process:

- A better understanding of your personal priorities and what specific financial management steps you can take to reach your goals.
- A detailed picture of your current financial situation, including your assets, liabilities, net worth, cash flow, and tax position with accompanying recommendations.
- A clearer understanding of your own risk tolerance and how to implement an investment plan that will help you meet your goals while remaining within your risk parameters.
- An analysis and projection of possible retirement scenarios.
- An analysis of your insurance coverage and recommendations.
- An assessment of your overall estate planning situation (wills, power of attorney, etc.) and recommendations.
- An opportunity to discuss and explore other concerns you may have regarding your current or future situation.

Although each client engagement varies, they tend to follow a process similar to the one outlined below:

- 1) You fill out and submit this Questionnaire. We review it together and discuss any questions, goals, or expectations you might have.
- 2) I provide you with a fee proposal based on your specific situation and goals. If you accept my proposal, we sign an agreement and you pay \$500 in advance.
- 3) You work through an exercise to gain clarity on your personal priorities, and provide me with information about your goals, income, expenses, investments, debts, and insurance.
- 4) Once I receive your detailed information, I begin my analysis. I contact you during the analysis process to confirm information, discuss assumptions and ask questions.
- 5) You receive a written financial plan with specific recommendations addressing your personal priorities and goals, as described above. You can download a sample plan from my website www.arcadvisers.net.
- 6) We review the plan together and discuss alternative scenarios. Once we have reviewed the plan, you pay the balance of your fee.
- 7) We discuss whether you would like additional assistance. Additional assistance might include investment management, working with a broker to obtain needed insurance, analyzing different retirement payout options, etc. These services are provided under a separate agreement.
- 8) We have a check-in meeting three months later to see how you are coming with the implementation of plan recommendations.

Introductory Questionnaire



***Please complete this form and return to Kathy Stearns at:
KStearns@FirstAffirmative.com or P.O. Box 488, Boise, ID 83701
Please call with any questions: 208-350-6557
www.arcadvisers.net***

Date

How did you find me?

NAME OF CLIENT

NAME OF PARTNER/SPOUSE

Phone 1

Phone 1

Phone 2

Phone 2

Email

Email

Occupation and Employer

Occupation and Employer

Date of Birth

Date of Birth

US Citizen

US Citizen

Yes

Yes

No

No

Marital Status

Single

Divorced

Married

Widowed

Separated

Domestic Partnership

Other

Street address

City, State, Zip

List people you are responsible for financially (or may be responsible for in the future) such as parents, children, or other dependents. **Include their age and relationship to you.**

What are your priority concerns about your financial situation?

What are your financial goals (i.e. retire at 65, pay for college, purchase a new home, save more, etc.)?

Please check the insurance that you have

Health

Disability

Life

Homeowners

Auto

Umbrella Liability

Long Term Care

Professional Liability

Other

Do you own any annuities or insurance policies with a cash value, or any financial product(s) that you do not understand?

Yes

No

Indicate the estate planning documents that you have in place

Will

Living Trust

Power of Attorney

Living Will

Health Care Power of Attorney

Other

State in which estate documents were written

Year completed

Check the advisers with whom you have worked during past 2 years

Tax Preparer or Accountant

Financial Planner

Broker

Attorney

Insurance Agent

Indicate your approximate annual gross household income

< \$30,000

\$31,000-\$50,000

\$51,000-\$75,000

\$76,000-\$100,000

\$101,000-\$200,000

>\$200,000

Indicate the approximate amount you have in work retirement accounts (401k, 403b, etc.)

Amount in all other accounts (including IRAs)

< \$50,000

\$51,000-\$100,000

\$101,000-\$200,000

\$201,000-\$500,000

> \$500,000

<\$50,000

\$51,000-\$100,000

\$101,000-\$200,000

\$201,000-\$500,000

>\$500,000

Mortgage Debt Outstanding

Education Debt Outstanding

Other Debt Outstanding

Credit Card Debt Outstanding

Please indicate your level of agreement with the following statements, with "1" indicating strong agreement and "5" indicating strong disagreement.

	1	2	3	4	5
My/our major source of income is adequate, predictable, and steadily growing.					
I/we have an emergency fund to cover unexpected expenses or loss of income.					
I/we have adequate insurance coverage.					
My/our health is excellent and I/we don't have any specific health concerns.					
My/our debt is low and credit history is excellent.					
I/we live within my/our means and spend money carefully.					
I/we are actively saving for retirement and taking advantage of tax-deferred opportunities to prepare for retirement.					
I/we have experience analyzing and selecting mutual funds for investments.					
I/we have experience analyzing and selecting individual stocks or bonds.					
I/we are interested in investments that meet specific Environmental, Social, or Governance criteria and prefer to avoid investments in specific industries, products, or companies (such as tobacco, nuclear energy, companies with poor environmental or safety records).					

Is there anything else that you would like to tell us at this point?