Client's First Year

The Beginning

- ❑ **Provide all personal details & account statements**
  - Driver's license
  - New Client Survey
  - Voided Check
  - Account Features
- ❑ **Open relevant accounts**
  - Taxable
  - IRA
  - Roth IRA
  - Qualified Retirement Plans
- ❑ **Transfer outside assets**
  - Consolidate accounts
  - Confirm cost basis transfers fully and accurately
  - All accounts added to CC/WV/BD
  - DOL forms completed for all retirement account rollovers
- ❑ **Evaluate cash position/emergency funds**
- ❑ **Create feed in BlackDiamond for any outside assets that are not transferring**
  - ByAll?
  - Direct Feed?
  - Is it a CAPTRUST Plan?

Months 1-2

- ❑ **Craft Investment Proposal & Strategy**
  - IRA
  - Roth IRA
  - Brokerage/Taxable Accounts
  - Retirement Plans
- ❑ **Tax Loss/ Gain Harvesting**
- ❑ **Rebalance all accounts**
- ❑ **Create allocations for any retirement accounts**
- ❑ **Stock Option strategy**
- ❑ **Restricted Stock**
- ❑ **Review & Sign IGO**
- ❑ **Financial Planning Document Check**
  - Insurance policies
  - Tax Returns (last 2 years)
  - Estate Planning Documents
  - Confirm Beneficiaries on all accounts
  - CPA/Attorney contact & authorization forms
- ❑ **Technology Orientation - BlackDiamond, WealthView, Custodian, CAPShare**
- ❑ **Introductory call with CPA & Attorney to coordinate planning**

Months 3-4

Estate Planning Review & Changes

- ❑ **Last Will & Testament**
- ❑ **Revocable Trust**
- ❑ **Irrevocable Trust**
  - Review Trust funding
- ❑ **Power of Attorney**
  - Gifting provisions
- ❑ **Health Care Proxy**
- ❑ **Living Will**
- ❑ **HIPAA**
- ❑ **Review beneficiary designations**

Client's First Year

Months 5-6

Insurance Review & Planning

- ❑ **Life Insurance**
  - Term Policies
  - Employer-sponsored coverage
  - Universal Life
  - Whole Life
- ❑ **Disability Insurance**
  - Short Term
  - Long Term
  - Employer-sponsored coverage
- ❑ **Long-Term Care Insurance**
  - Single
  - Joint
  - Medicaid planning/eligibility review
- ❑ **Property/ Health**
  - Review Medicare policies/elections
  - Review adequate home & car coverage
- ❑ **Umbrella Liability Insurance**
  - Review coverage limits

Months 7-8

Tax Strategy Review & Planning

- ❑ **Confirm filing status**
- ❑ **Manage income tax brackets**
- ❑ **Review for adequate tax withholding**
- ❑ **Review Tax deductions/credits/incentives**
  - 529 plans
  - Charitable contributions
  - Energy saving
  - College
  - Mortgage Interest
  - QBI
  - Retirement plan contributions
    - Employer plans
    - Solo retirement plans
    - IRAs
- ❑ **Portfolio tax optimization**
  - Asset location
  - Mutual fund distributions
- ❑ **Creating qualified or non-qualified plans**
  - Cash balance
  - Deferred income
  - Solo 401(k)
  - HAS
- ❑ **Roth Conversion analysis**
- ❑ **RMDs**
  - QCDs
- ❑ **Annual gifts**
- ❑ **Lifetime estate planning**

Client's First Year

Months 9-10

Holistic Financial Planning Review

- ❑ **College Planning**
  - Create projections and analysis related to optimal funding
  - Set up 529 plans if appropriate
- ❑ **Marriage/Divorce**
  - Review all accounts and property ownership/titling
  - Coordinate any new accounts and money transitions
  - Coordinate updates to beneficiary designations
  - Assist with pre/post - nuptial agreements
- ❑ **Mortgages**
  - New loan or refinancing
  - Obtain quotes from variety of lenders
  - Facilitate all paperwork necessary
- ❑ **Document Retention/ Love Letter**
  - Manage online document vault for clients
  - Complete love letter document to capture wishes

Months 11-12

- ❑ **Bringing it all together**
- ❑ **Reviewing retirement income plan**
  - Optimize social security
  - Optimize cash flow plan
- ❑ **Revisit all assets, income, expenses and goals**
- ❑ **Develop strategic plan incorporating all elements of client's financial situation**
- ❑ **Charitable Giving Planning**
  - ❑ **Best ways to gift**
  - ❑ **DAF**
  - ❑ **CRAT/CRUT**
  - ❑ **Appreciated positions**
  - ❑ **Maximizing gifts/ Minimizing taxes**