# Investment Planning Worksheet

This step-by-step worksheet will help you identify the factors that influence the allocation of your investments in order to help you reach your financial destination. The answers you provide will help determine which investment vehicles may be appropriate to get you there.

The questions deal with the money you are considering investing in a new account. The investment approach can vary from conservative to aggressive.

Just choose the best available answer for each question. You and your investment professional will review your answers together. Your investment professional will then, based on your responses; recommend an appropriate strategy designed to meet your financial needs.

Personal Information:
Name(s) ____________________________________________
Address____________________________________________
______________________________________________
Phone (day) ______________ (evening) _________________
Fax ______________________________________________
Email_____________________________________________
________________________
DOB_________________ joint DOB___________________
Tax Bracket______% Number of Dependant(s) ___________

Type of Account(s)
______ Individual
______ Joint
______ Custodian
______ Trust
______ IRA/SEP-IRA
______ Other (specify)

Financial Information:
Employer: ______________________________________
Salary: _________________________________________
Position: ________________________________________
Employer Address: _______________________________
_______________________________________________

Current Financial Information:
Cash $______________________________
Stock/Equity Fund____________________
Bond/Fixed Income Funds______________
Net Worth (exclusive of residence) ________

Number of year's investment experience:
0 years 1-5 years 5-10 years 10+ years

Previous Investment Experience

| | |
|---|---|
| Stocks | Real Estate |
| Bonds | Annuities |
| Mutual Funds | Insurance variable or whole life |

Other (specify) ________________________

*For investment professional use only in connection with non-retirement assets.
Mutual Fund Shares are not deposits or obligations of, or guaranteed by, any depository institution. Shares are not insured by the FDIC, Federal Reserve Board or any other agency, and are subject to investment risks, including possible loss of principal amount invested.

Have you ever worked with a financial advisor previously? ____________________________________
If yes, what did you like about the relationship? _____________________________________________
_______________________________________________________________________________
What didn't you like about the relationship?__________________________________________________
_______________________________________________________________________________
Expected Retirement Date: ________________________________________________________________
What are your investment goals?_____________________________________________________________
What are your hobbies/interests?____________________________________________________________
How would you rate your investment or investment product knowledge on a scale from 1-10? ______________
Do you have any significant short or long term withdrawal requirements for this investment? If yes please specify __
_______________________________________________________________________________

Examine the time frame for the investment you're planning to make, because it's important to consider how long your money can be invested.

1. In approximately how many years do you expect to need this money?
A. 2-3 years C. 7-10 years
B. 4-6 years D. 10+ years

2. Do you expect to withdraw more than one-third of the money in this account within seven years? (For retirement income, home down payment, college tuition, etc.)
A. No
B. Yes, in 2-3 years
C. Yes, in 4-7 years

Examine how you've planned ahead, because it's important to consider how prepared you are for immediate needs.

3. Do you have an emergency fund? (Savings of at least six months' after-tax income.)
A. No, I do not have an emergency fund.
B. I have an emergency fund, but it's less than six months' after-tax income.
C. Yes, I have an adequate emergency fund.

4. If you expect to have other major expenses (such as college tuition, home down payment, home repairs, etc.), do you have a separate savings plan for these expenses?
A. Yes, I have a separate savings plan for these expenses.
B. I do not expect to have any such expenses.
C. I intend to withdraw a portion of this money for these expenses (and have answered question 2 accordingly).
D. I have no separate savings plan for these items at this time.

Examine your current financial situation, because it's important to consider how this new account fits into your total financial picture.

5. Approximately what portion of your total investable assets* is designated for this account?
*Investable assets include your emergency fund, this account, bank accounts, retirement assets, CDs, mutual funds, cash value of life insurance, stocks or bonds, investment real estate, etc., but they DO NOT include your principal residence or vacation home.
A. Less than 25% C. Between 515 and 75%
B. Between 25% and 50% D. More than 75%

Figure your assets here.
This account: ____________________________
Emergency fund: ____________________________
Bank accounts: ____________________________
Retirement assets: ____________________________
CDs: ____________________________
Mutual funds: ____________________________
Tax-deferred annuities: ____________________________
Life insurance (cash value): ____________________________
Stocks or bonds: ____________________________
Investment real estate: ____________________________
Other: ____________________________ (specify)________________________________________
Total Assets: ____________________________

1. $ amount in this account ÷ Total Assets = __________________________
2. Multiply answer above by 100 and place on the line below
3. Total % of investable assets = __________________________

6. Which ONE of the following describes your expected future earnings over the next five years? (Assume inflation will average 4%)

A. I expect my earnings increases to far outpace inflation. (Due to promotions, new job, etc.)
B. I expect my earnings increases to stay somewhat ahead of inflation.
C. I expect my earnings increases to keep pace with inflation.
D. I expect my future earnings to decrease. (Due to retirement, part-time work, depressed industry, etc.)

7. Approximately what portion of your monthly take-home income goes toward paying off debt other than home mortgage?

A. Less than 10%
B. Between 10% and 25%
C. Between 25% and 50%
D. More than 50%

8. How many dependants do you have? (Include children you continue to support, elderly parents, etc.)

A. None
B. 1
C. 2-3
D. More than 3

Examine your attitudes toward investing, because it's important to consider how experienced you are with different investments and levels of risk.

9.

1. Have you ever invested in individual bonds or bond mutual funds (aside from U.S. Savings Bonds)?

A. No, and I would be uncomfortable with the risk if I did.
B. No, but I would be comfortable with the risk if I did.
C. Yes, but I was uncomfortable with the risk.
D. Yes, and I felt comfortable with the risk.

2. Have you ever invested in individual stocks or stock mutual funds?

A. No, and I would be uncomfortable with the risk if I did.
B. No, But I would be comfortable with the risk if I did.
C. Yes, but I was uncomfortable with the risk.
D. Yes, and I felt comfortable with the risk.

10. When thinking about your investments, where would you place yourself on the following scale in terms of your comfort levels of risk/potential reward?

A. 1
B. 2
C. 3
D. 4
E. 5
F. 6
G. 7
H. 8

1-3 Less risk/less potential return
4-5 Moderate risk with greater potential return
6-8 Maximum potential return regardless of risk

11. Which ONE of the following statements describes your feelings toward choosing an investment?

A. I would prefer to select investment options that have a low degree of risk associated with them (i.e., it is unlikely I will lose my original investment)
B. I prefer to select a mix of investment options – with emphasis on those with a low degree of risk and a small portion in others that have a higher degree of risk but may yield greater returns.
C. I prefer to select a balanced mix of investment options – some that have a low degree of risk and others that have a higher degree of risk but may yield greater returns.
D. I prefer to select an aggressive mix of investment options – some that have a low degree of risk, but with emphasis on others that have a higher degree of risk but may yield greater returns.
E. I would only select investment options that have a higher degree of risk but a greater potential for higher returns.

12. If you could increase your chances of improving your returns by taking more risk, would you

A. Be willing to take a lot more risk with all your money?
B. Be willing to take a little more risk with all your money?
C. Be willing to take a little more risk with some of your money?
D. Be unlikely to take much more risk?

I have reviewed the information I provided and the answers to each question. I understand that any investment recommendations made to me assume the information I provided herein is correct.

| | | |
|---|---|---|
| ________________________________ | ________________________________ | _______________ |
| Client's Signature | Print Name | Date |
| ________________________________ | ________________________________ | _______________ |
| Joint Account Holder's Signature | Print Name | Date |

Additional Information: These questions will help us determine the specific model portfolio within our recommended strategy.

13. Considering your tax bracket, do you prefer to use tax-exempt fixed-income investments even though tax-exempt investments may provide a lower current yield than equivalent taxable investments?
(Circle One)
Yes (What is your marginal federal tax bracket? ______)
No

Note: Tax-exempt investments are not appropriate for tax-deferred retirement arrangements.

14. Diversified portfolios often include international investments. Are there reasons why you would not want international funds as part of your portfolio? (Circle One)
Yes
No

This Investment Planning Worksheet is a tool for your investment professional to use to help determine your investment needs. All investment advice is offered by your investment professional.

Investment Planning Score Sheet

The answers provided on this score sheet will help give you an indication of which investment strategy may be appropriate for your client's current needs. Just circle the corresponding point value on the right, and then use the provided calculation to give you your total. Match the total to the strategy listed at the end of the score sheet.

| 1. Time Horizon | Value | Notes: |
|---|---|---|
| A | 20 | |
| B | 38 | |
| C | 50 | |
| D | 69 | |

| 2. Withdrawals | Value | Notes: |
|---|---|---|
| A | 20 | |
| B | 0 | |
| C | 12 | |

| 3. Emergency Fund | Value | Notes: |
|---|---|---|
| A | 8 | |
| B | 3 | |
| C | 0 | |

| 4. Major Expenses | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 1 | |
| C | 3 | |
| D | 4 | |

| 5. Investable Assets | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 1 | |
| C | 2 | |
| D | 4 | |

| 6. Future Earnings | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 1 | |
| C | 2 | |
| D | 4 | |

| 7. Debt | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 1 | |
| C | 2 | |
| D | 6 | |

| 8. Dependents | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 1 | |
| C | 2 | |
| D | 4 | |

| 9. Investment Experience | Value | Notes: |
|---|---|---|
| Question A | | |
| A | 10 | |
| B | 4 | |
| C | 6 | |
| D | 0 | |
| Question B | | |
| A | 8 | |
| B | 3 | |
| C | 5 | |
| D | 0 | |

| 10. Risk Tolerance | Value | Notes; |
|---|---|---|
| A | 12 | |
| B | 7 | |
| C | 5 | |
| D | 3 | |
| E | 2 | |
| F | 1 | |
| G | 0 | |

| 11. Risk Tolerance | Value | Notes: |
|---|---|---|
| A | 12 | |
| B | 9 | |
| C | 5 | |
| D | 1 | |
| E | 0 | |

| 12.Risk Tolerance | Value | Notes: |
|---|---|---|
| A | 0 | |
| B | 3 | |
| C | 6 | |
| D | 10 | |

13. & 14. These questions determine the specific model portfolio within the recommended strategy. If your client would like tax-exempt investments, the model portfolio should be tax preferred. If international funds are selected, the model portfolio should be global rather than domestic.

***Score and Strategy***

Use the following calculation to determine your client's point score and identify the appropriate strategy listed below.

A. Add your points for questions 1-2. _____________
B. Add your points for questions 3-12. _____________
C. Subtract "B" from "A." _____________(total points)

| **Points** | **Strategy / Investment Objective** | **Suggested Asset Class Mix** |
|---|---|---|
| Less than 20 | Capital Preservation | 20% equity, 50% fixed-income, 30% short-term |
| 20-55 | Moderate | 60% equity, 30% fixed-income, 10% short-term |
| 55-75 | Growth | 80% equity, 15% fixed-income, 5% short-term |
| 70+ | High growth strategy | 95% equity, 0% fixed-income, 5% short-term |

Given your client's specific circumstances, if you believe that either of these objectives will be more suitable than the diversified strategy specified by the worksheet, it will be your responsibility to discuss the alternative and make an appropriate recommendation. This worksheet is to be used as a gauge for the advisor in order to determine a suitable investment objective for each investor. By no means does the suggested Asset Class mix recommend an investment strategy.

*For investment professional use only.*