

## CONFIDENTIAL QUESTIONNAIRE

Date Completed: \_\_\_\_\_

**PERSONAL INFORMATION:**

**Client**

**Spouse/Partner**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Would you like **ALL** correspondence emailed including quarterly updates and newsletters?    Yes    No

Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_

Position \_\_\_\_\_

Date of Hire \_\_\_\_\_

# of Pay Periods/Year \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**In response to the U.S. Patriot Act, we are required to verify that clients do not appear on any list of suspected terrorists. To that end, we are obligated to obtain a copy of a government issued photo I.D. (e.g. a driver's license, passport, alien registration card). Please send a copy of your I.D. with this Questionnaire.**

**CHILDREN: Names & Dates of Birth**

_____	_____
_____	_____
_____	_____

**WILLS:**

Date Written \_\_\_\_\_ State Written In \_\_\_\_\_  
 Changes Since Written \_\_\_\_\_

**CHECKING AND SAVINGS ACCOUNT, MONEY MARKET FUNDS, C.D.S:**

Institution	Balance	Interest Rate	Maturity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**INVESTMENT EXPERIENCE (how many years?):**

Mutual Funds \_\_\_\_\_ Bonds \_\_\_\_\_ Public Ltd. Ptnshps \_\_\_\_\_  
 Stocks \_\_\_\_\_ Options \_\_\_\_\_ Private Placements \_\_\_\_\_

**STOCKS & MUTUAL FUNDS (personally owned):**

Name	Date Acquired	# of Shares	Cost/Share	Market Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**STOCK OPTIONS:**

Shares \_\_\_\_\_ Exercise Price \_\_\_\_\_ Issue Date \_\_\_\_\_ Vesting Date \_\_\_\_\_  
 Shares \_\_\_\_\_ Exercise Price \_\_\_\_\_ Issue Date \_\_\_\_\_ Vesting Date \_\_\_\_\_  
 Shares \_\_\_\_\_ Exercise Price \_\_\_\_\_ Issue Date \_\_\_\_\_ Vesting Date \_\_\_\_\_

**RETIREMENT PLANS (IRAs, SAVINGS PLANS, 401(k)s, ESOPs):**

Owner	Plan Type	Investment Description	Market Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LIFE INSURANCE (personally owned and group):**

Company	Insured/Beneficiary	Death Benefit	Premium	Cash Value
_____	_____ / _____	_____	_____	_____
_____	_____ / _____	_____	_____	_____
_____	_____ / _____	_____	_____	_____

**REAL ESTATE (residential & investment):**

	Date Acquired	Cost	Market Value	Mortgage Balance	Interest Rate	Monthly Payment	Monthly Rent
Residence	_____	_____	_____	_____	_____	_____	_____
Rental	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____

**FINANCIAL INDEPENDENCE:**

	Client	Spouse/Partner
At what age do you plan to retire?	_____	_____
Estimated pension income at retirement:	_____	_____
Estimated Social Security at age 62:	_____	_____
In today's dollars, what after-tax monthly income do you desire?	_____	

**EARNED INCOME INFORMATION THIS YEAR:**

		Pay Period	Monthly	Annually
Gross Salary	Client	_____	_____	_____
Bonuses	Client	_____	_____	_____
Gross Salary	Spouse/Partner	_____	_____	_____
Bonuses	Spouse/Partner	_____	_____	_____

**LIABILITIES (exclude mortgage):**

Creditor	Amount	Interest Rate	Monthly Payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**AREAS OF CONCERN:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DOCUMENTS NEEDED FOR OUR REVIEW:** (Please return with questionnaire)

- ✓ 401(k)/Savings Plan Statements
  - ✓ Stock/Mutual Fund & IRA account statements
  - ✓ Copy of most recent tax return
- (Please provide any other information which you feel we should have to best advise you)

# RISK PROFILE TEST

Select your answers. Note the total points for each answer in each of the sections.

## SECTION 1: TIME HORIZON

### 1. I plan to begin withdrawing money from my investments within:

Less than 3 years	1
3 – 5 years	3
6 – 10 years	7
11 years or more	10

### 2. Once I begin withdrawing funds from my investments, I plan to spend all of the funds within:

Less than 2 years	<del>A</del> 0
2 – 5 years	<del>A</del> 1
6 – 10 years	<del>A</del> 4
11 years or more	<del>A</del> 8

### Subtotal: Time Horizon Score

Enter the total points from questions 1 and 2.

**Time Horizon Score:** \_\_\_\_\_ points

*If your Time Horizon Score is less than 3, stop here.*

A score of less than 3 indicates a very short investment time horizon. For such a short time horizon, a relatively low risk portfolio of 40% short-term (average maturity of five years or less) bonds or bond funds and 60% cash is suggested, as stock investments may be significantly more volatile in the short term.

*If your score is greater than 3, please continue to Section 2.*

## SECTION 2: RISK TOLERANCE

### 3. I would describe my knowledge of investments as:

None	0
Limited	2
Good	4
Extensive	6

### 4. When I invest my money, I am:

Most concerned about my investment losing value	0
Equally concerned about my investment losing or gaining value	4
Most concerned about my investment gaining value	8

### 5. Select the investments you currently own or have owned in the past with the highest number of points. Circle that number.

Money market funds or cash equivalents	0
Bonds and/or bond funds	3
Stocks and/or stock funds	6
International securities and/or international funds	8

Example: You now own stock funds. In the past, you have purchased international securities. Your point score would be 8.

### 6. Consider this scenario:

Imagine that in the past three months, the overall stock market lost 25% of its value. An individual stock investment you own also lost 25% of its value. What would you do?

Sell all of my shares	0
Sell some of my shares	2
Do nothing	5
Buy more shares	8

## Risk Profile Test, cont.

### 7. Review the chart below.

We've outlined the most likely best- and worst-case annual returns of five hypothetical investment plans. Which range of possible outcomes is most acceptable to you?

The figures are hypothetical and do not represent the performance of any particular investment.

Best- and Worst-Case Scenarios (1 yr)

Plan	Average Annual Return	Best-Case	Worst-Case	Points
A	7.2%	16.3%	-5.6%	0
B	9.0%	25.0%	-12.1%	3
C	10.4%	33.6%	-18.2%	6
D	11.7%	42.8%	-24.0%	8
E	12.5%	50.0%	-28.2%	10

**Subtotal: Risk Tolerance Score**

Enter the total points for questions 3 through 7.

**Risk Tolerance Score:** \_\_\_\_\_ points

Determine your investor profile.

The chart below uses the subtotals you calculated in the preceding two sections.

In the chart below, find your Time Horizon Score along the left side and your Risk Tolerance Score across the top. Locate their intersection point, situated in the area that corresponds to your Investor Profile. Find the investment strategy that corresponds to your Investor Profile.

