

Planning Forms

Personal Information Inventory for _____

The accuracy and detail with which this information is completed will determine the quality of the report we are able to prepare on your behalf. Please take the time to review and answer the questions in this profile.

All of your information is kept in strictest confidence.

Information Gathering - Part One

There are two types of information required. The first type deals with some personal data and includes an inventory of statements and documents. The most recent copies of the following are required. You may not have certain items, but please bring as many of them as you can.

Documentation Checklist

- Canada Pension Plan Statement of Contributions
(may be ordered from Human Resources Development Canada)
- Current Written Financial Plan
- Current Investment Policy Statement
- Current Investment Statement - mutual funds, GIC's etc.
- Statements of debt servicing (mortgages, loans)
- Income tax returns
- CCRA (Revenue Canada) Notice of Assessment
- Statements and booklet of employer-sponsored programs
(Retirement, life insurance and health benefits)
- Will, Power of Attorney, Health Care Directive

- Life and health insurance contracts

Personal Information

Name	Date of Birth	S.I.N	Gender
Client _____	_____	_____	_____
Spouse _____	_____	_____	_____

Address

Home _____ Postal Code _____
 Home phone _____ E-mail _____

Employer

Client _____ Ph _____ Ext _____
 Spouse _____ Ph _____ Ext _____

Children

Name _____	Age _____	Grandchildren _____
Name _____	Age _____	Grandchildren _____
Name _____	Age _____	Grandchildren _____
Name _____	Age _____	Grandchildren _____

Income From Last Year

	Client	Spouse
Earned	_____	_____
Investment	_____	_____
Rental	_____	_____
Trust	_____	_____
Other	_____	_____
Total	_____	_____

Your Retirement Income Blueprint

Initial Considerations

What is your projected retirement date? _____

Why is this the time you have chosen? _____

Will your spouse retire or be retired at the same time? _____ If not, when? _____

What percentage of your final year's earnings would you like to see as your initial retirement income?

You _____% Spouse _____%

Or

What is the total amount of monthly after-tax income you think you will require when retirement begins?

\$ _____

Do you expect any rental or employment income after your retirement date? If so, what is the amount, how long will it last, and in whose name will it be received? _____

Is there any potential for an inheritance in the future? If so what are the details?

Are you servicing any debts or mortgages? _____

Institution _____ Balance Remaining \$ _____

Amount/Frequency of Payment _____ Date of Final Payment _____

Once you are retired, what are your plans for your principal residence? _____

How many months of the year do you plan to reside outside of Canada? _____

Are there any major concerns you have as you approach retirement?

Do you anticipate making a major purchase at the time you start your retirement that will require a lump sum of capital or a repayment commitment? If yes, please provide details. _____

Would you like to explore options that involve creating additional income in the earlier years of retirement?

If yes, what additional things would you like to do in these years?

How much additional income do you feel this would require? \$ _____

Do you feel that you have a good understanding of finances? _____

Are there any other family members that should be involved in the planning process?

How would you describe your current state of health? _____

How would you describe your spouse's current state of health? _____

Do you know what the survivor income pensions would be should you or your spouse pass away? _____

Does either you or your spouse smoke tobacco products? You _____ Spouse _____

Your Retirement Income Blueprint

Taxes and Planning

Do you understand the difference in tax treatment for interest, dividends, and capital gains? _____

What percentage of your assets would you estimate are non-registered (tax-exposed)? _____%

If you and your spouse have been splitting assets, what is the approximate percentage that is held in each name? You _____% Spouse _____%

What would you estimate to be your marginal tax rate on your current income?

You _____% Spouse _____%

Your Government Retirement Benefits

Have you made contributions to CPP? You _____ Spouse _____

If yes, for how many years since 1966? You _____ Spouse _____

If you are already in receipt of a CPP survivor or disability benefit, please provide details.

Employer Sponsored Retirement Programs/Pension Plans

Do you know what type of annuity is being used to show future amounts of retirement income in your pension statement? _____

Do you or your spouse have locked-in accounts from previous pension plans? _____

If yes, would you be interested in exploring options for unlocking some of this money prior to retirement?

Registered Retirement Savings Plans

What amount of annual RRSP contributions do you plan to make until retirement?

You \$ _____ Spouse \$ _____

Amount of unused RRSP contribution room: You \$ _____ Spouse \$ _____

Amount of RRSP overcontribution (if any): You \$ _____ Spouse \$ _____

If you are making contributions to a spousal plan, when was the last contribution made? _____

Income From Non-Registered Assets

Are you currently letting taxable distributions or interest stay within the investments or are you having these taxable amounts paid out as income? _____

Are you familiar with the substantial tax advantages of mutual fund corporations? _____

Investing for Retirement Income

Are you aware of the significant impact that even a small difference in rates of return have over an extended period of time? _____

Do you know the rate of return on all of your investment holdings? _____

If yes, what is it? _____ %

What do you estimate the average rate of inflation will be over your retirement years? ____%

Have you ever had someone look at your situation and structure an investment portfolio tailored to you?

What percentage of your assets is invested in:

Stocks? ____% Bonds? ____% GICs? ____% Cash? ____%

Your Retirement Income Blueprint

Can you describe the current investment strategy that is in place for your assets?

Has this been done with consideration to ALL of your assets, including your pension and your government benefits? _____

Do you have an investment policy statement (IPS) in place? _____

Do you currently have all of your assets consolidated with one advisor or institution? _____

If no, is there a reason why? _____

Is the timing right to consider consolidating your assets? Why?

What do you expect from the person who advises you on your portfolio management?

Are your expectations being met? _____

When was the last time you completed an investor profile to determine your asset mix?

When was the last time you examined your portfolio to see if it contains the most efficient asset mix for you?

If there was one investment decision you could change, what would it be? _____

What would you do differently? _____

Do the guarantees offered by segregated funds sound appealing to you? _____

What is your intended use for your assets?

No income, grow assets instead? _____

Take out growth, keep asset values constant? _____

Maximize income, deplete assets? _____

Managing Health Risks

If you required care today, what family member would be the primary caregiver? _____

How would costs for services, facilities, and equipment be covered? _____

Who do you know that has just gone through a critical illness and survived it? _____

What difficulties have they encountered? _____

Do the following statements accurately reflect your feelings and objectives?

I want to:

- Continue to enjoy a certain quality of lifestyle
- Ensure my spouse can enjoy retirement
- Be able to make choices
- Maintain my independence and dignity
- Have access to the amount of care and the type of care that I will need

I don't want to:

- Be forced to accept the lowest form of care and/or facility
- Go on long waiting lists
- Reduce or exhaust my retirement assets by paying for my long-term care
- Be a burden to my spouse or my family
- See my children and grandchildren lose their inheritance
- Create unnecessary emotional and financial hardship for my spouse or family

Is it important to you to have choices in the event that a critical illness strikes you or your spouse or one of you requires long-term care? _____

Is it important that you have some way of funding these costs other than using your retirement assets?

Your Retirement Income Blueprint

Wealth Transfer

When was your will last updated? _____

What are the plans for the ultimate distribution of your estate? _____

Are you aware of how estate taxes would be levied in your situation? _____

Would you be interested to see how you can pass more of your estate to your heirs or charities instead of the tax department? _____

Do your assets have named beneficiaries or are they owned jointly? _____

Is there a particular charity or religious cause to which you would like to see a bequest made from your estate? _____ If yes, please provide details. _____

Are you providing, or thinking about providing, some form of gifting to children or grandchildren while you are living?

If yes, has this been done or is this an area where suggestions are welcome? _____

Do you own any real estate aside from your principal residence? _____

If yes, how are these assets to be handled by the estate? _____

Have you appointed a power of attorney? _____ If yes, who? _____

Is there a health-care directive in place? You _____ Spouse _____

Do you currently have any individually owned life insurance? _____ What are the details of coverage (if copies of actual contracts are not available)? _____

Personal Advisors

Lawyer _____ Firm _____

Accountant _____ Firm _____

Executor _____ Address _____

Special Needs Planning

Have you or your spouse been married previously? _____

If yes, are there agreements, settlements, or personal objectives that affect your assets, pensions, or conditions of estate distribution? _____

Please provide details. _____

Are there any special needs situations with children, grandchildren, or parents for whom you would like to make special provisions? _____

Have you had the opportunity to investigate the use of trusts for estate purposes? _____

Would you like to be made aware of the benefits of these vehicles as they might apply in your situation?

Are you aware of the deferred tax liability of your registered programs? _____

Have you discussed your estate plans with your children? _____

Have appropriate wealth-transfer plans been put in place for your parents' assets? _____

Your Retirement Income Blueprint

Advisor Relationship

Do you currently have one primary advisor with whom you work? _____

Are you satisfied with the relationship and the service provided? _____

What, if anything, could be improved? _____

Is your advisor providing you with a financial plan or simply products? _____

What level of communication would you like to have from your advisor?

Face-to-Face Meetings _____ Frequency _____

Account Statements _____ Frequency _____

Telephone Contact _____ Frequency _____

Would you like to receive information by and be in contact through email? _____

Are you receiving your desired level of communication now? _____

Intergenerational Considerations

Your Parents _____ Your Spouse _____

Name _____

Age _____

State of Health _____

Living Accommodations _____

Number of Living Sisters _____ and Brothers _____

Is there still commonly owned property within the family (business, farm, cottage, or lake property)?

How will this property be handled through the will? _____

Are you aware of how current your parents' wills are? _____

How will your parents' assets be divided between you and your siblings? _____

Is you or one of your siblings responsible for care of your parents? _____

What duties and time commitment does this involve? _____

What plans have been put in place in the event that long-term care is required for them? _____

How will the costs be handled? _____

Would you like to explore strategies to minimize costs for their care? _____

Do they have a health-care directive in place? _____ Do you know what it says? _____

Are you or any of your siblings an executor to your parents' estate? _____

Would it be appropriate to discuss all of these issues in a meeting where most, if not all, family members could be present? _____

How familiar are you with your parents' financial details? _____

Your Retirement Income Blueprint

Your Time Hub Priorities

These are not 'yes/no' kind of questions and they will take some thought and some work makes them worthwhile. Think about and list those things you would like to do over the next (a) year (b) three years (c) five years (d) ten years. Be specific in terms of activity, location and time frame. For example 'We would like to go hiking just outside of Banff and take pictures of the wildlife for two weeks in June of each year.'

Next year _____

Three years _____

Five years _____

Ten years _____

In addition to financial plans, what other plans do you have? _____

What is the most important thing that your money gives you today? _____

What are the three most important things in your life besides your money? _____

What does a "successful retirement" look like to you? _____

Who do you know that has "retired successfully"? _____

What has made their retirement work for them? _____

How do your views on money relate to your view on life? _____

What are you looking forward to the most in the next ten years? _____

If you had all the money you could ever use or want, what would be the first five things you would buy?

1. _____
2. _____
3. _____
4. _____
5. _____

What are the 10 things that you want to do while you still can?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Your Retirement Income Blueprint

Establishing your retirement priorities

Rank the following in terms of their importance to you. The higher the rating, the more important the issue is to you.

INCOME SECURITY

Being certain you will not outlive your income

1 2 3 4 5 6 7 8 9 10

HIGHEST POSSIBLE INCOME TODAY

Use all assets to create the largest income immediately

1 2 3 4 5 6 7 8 9 10

COPING WITH INFLATION

Having your income grow to maintain purchasing power

1 2 3 4 5 6 7 8 9 10

ESTATE TRANSFER

Leaving assets to family rather than the tax department

1 2 3 4 5 6 7 8 9 10

USING CAPITAL ASSETS

Willing to reduce the value of your assets to create your income

1 2 3 4 5 6 7 8 9 10

HEALTH RISK MANAGEMENT

Minimizing the use of your personal assets for health care costs

1 2 3 4 5 6 7 8 9 10

TAX REDUCTION

Explore strategies to pay less tax on your income

1 2 3 4 5 6 7 8 9 10

Your Income Target

(Monthly, after tax)

NEEDS

Mortgage / Rent _____
 Property Taxes _____
 Property Insurance _____
 Water / Heat / Hydro _____
 Condo Maintenance / Fees _____
 Property Maintenance _____
 Food _____
 Clothing _____
 Installment Loans _____
 subtotal _____

Life Insurance _____
 Critical Illness Insurance _____
 Long Term Care Insurance _____
 Health Insurance _____
 Dental Care _____
 Prescription Drugs _____
 Non-Prescription Drugs _____
 Other Medical _____
 subtotal _____

Auto Loan _____
 Auto Insurance _____
 Fuel _____
 Maintenance _____
 subtotal _____

Other _____
 Other _____
 subtotal _____

TOTAL NEEDS _____

DISCRETIONARY

Vacations / Travel _____
 Restaurants _____
 Entertaining _____
 Hobbies _____
 Gifts _____
 Charitable Donations _____
 Memberships _____
 Recreational Property _____
 subtotal _____

Other _____
 Other _____
 subtotal _____

TOTAL DISCRETIONARY _____

Household net worth statement

ASSETS

SAVINGS AND INVESTMENTS

Chequing Account(s)	\$ _____	Bonds	\$ _____
Savings Account(s)	\$ _____	Mutual Funds	\$ _____
Canada Saving Bonds	\$ _____	Life Ins. Cash Value	\$ _____
GIC's	\$ _____	Receivables	\$ _____
Stocks	\$ _____	Other Investments	\$ _____
RRSP's	\$ _____	DPSP	\$ _____
Pension Plan Values	\$ _____	TFSA's	\$ _____

REAL ESTATE

Home	\$ _____	Other Real Estate	\$ _____
Farm Property	\$ _____		

PERSONAL PROPERTY

Vehicles	\$ _____	Jewelry	\$ _____
Furniture	\$ _____	Other Assets	\$ _____

BUSINESS INTERESTS

Value of Business Interest \$ _____

LIABILITIES

NON-DEDUCTIBLE DEBT

Mortgage on Home	\$ _____	Personal Loan	\$ _____
Other Mortgage	\$ _____	Income Tax Owing	\$ _____
Credit Cards	\$ _____	Loans from Family	\$ _____
Car Loans	\$ _____	Other Debts	\$ _____
Business Loans	\$ _____	Investment Loans	\$ _____
RRSP Loans	\$ _____		