


Johnson & Gilliss
Wealth Management Group

Client Checklist & Questionnaire

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Securities and Advisory Services
Offered Through
Commonwealth Financial Network,
Member NASD/SIPC,
a Registered Investment Advisor

MANAGED ACCOUNT PROCESS

Preferred Portfolio Services

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Materials to Bring to Your First Meeting

Financial planning advice is best given when the advisor has a good understanding of your personal goals and objectives, fears and concerns, dreams and aspirations. Therefore, it is imperative to your future financial success that we are able to obtain your complete financial information—not just a part of your financial affairs. We request that you provide full details on personal assets, investments, pensions, and real estate. Below is a list of the documents and information we request that you bring to your first advisor meeting.

Personal Documents

- Will - Husband
- Will - Wife
- Trust Documents (as Grantor or Beneficiary)
- Personal Financial Statement
- Monthly or Quarterly Investment Reports or Statements
- Investment Listing
- Life Insurance Policies & current statement of values, if available
- Disability Insurance Policies & current statement, if available
- Accident & Health Insurance Policies
- Form 1040 Income Tax Returns (current year), including Form K-1
- Form 709 Gift Tax Return
- Current Pay Stub
- Property or Investment Agreements
- Property Settlement Agreements
- Pre / Post Nuptial Agreements
- Retirement Plan Statement / Investment List
- Other_____

Business Documents

- Balance Sheets
- Profit and Loss Statement
- Group Benefits Booklet
- Retirement Plan Booklet / Document
- Employee Census
- Schedule of Additional Employee Benefits
- Deferred Compensation Agreements
- Employment Agreements
- Business Continuation Agreements (Buy/Sell)
- Corporate Minutes
- Form 1120 Corporate Income Tax Returns (1 year)
- Other Entity Income Tax Returns (13 years)
- Business Life Insurance Policies, with Most Current Statement
- Business Disability Insurance Policies with Most Current Statement
- Any Business Valuation Appraisals
- Other_____

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Client Profile 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.

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

Personal Information (please print clearly):

Name _____

Address _____

Phone _____ (day) _____ (evening)

INVESTMENT OBJECTIVES AND CONSTRAINTS

Client Profile Worksheet *continued*

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 dependents 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, as it's important to consider how experienced you are with different investments and levels of risk.

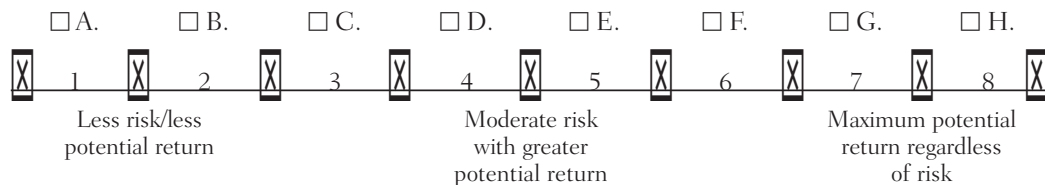
9. **Part 1.** Have you ever invested in individual bonds or bond investment vehicles (aside from U.S. Savings Bonds)?

- 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.

Part 2. Have you ever invested in individual stocks or stock investment vehicles?

- 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 level with risk/potential reward?



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Client Profile Worksheet *continued*

- 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, which 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, which 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, which may yield greater returns.
 - E. I would only select investment options that have a higher degree of risk and 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?
- 13.** Most investments fluctuate over the short term. If a \$10,000 investment you made for ten years lost value in the first year, at what point would you sell and transfer the funds to a more stable investment rather than wait for a turnaround.
- A. \$9,500
 - B. \$9,000
 - C. \$8,500
 - D. \$8,000
 - E. Below \$8,000
 - F. Would not sell

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

- 14.** 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?
- Yes (What is your marginal federal tax bracket?) _____ No
- Note: Tax-exempt investments are not appropriate for tax-deferred retirement arrangements.*
- 15.** Diversified portfolios often include international investments. Are there reasons you would not want international funds as part of your portfolio?
- Yes No

Client Profile Worksheet *continued*

I have reviewed the information I provided in response to the questions asked. 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

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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, 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	_____

INVESTMENT OBJECTIVES AND CONSTRAINTS

Investment Planning Score Sheet *continued*

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

9. Investment Experience		
Question A	Value	Notes: _____
A	10	_____
B	4	_____
C	6	_____
D	0	_____
Question B	Value	Notes: _____
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	_____
H	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.

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Investment Planning Score Sheet *continued*

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	Asset Class Mix
0–10	Primarily Fixed Income	80% Fixed Income; 20% Equity
10–19	Balanced Fixed Income-Oriented	58% Fixed Income; 42% Equity
20–49	Balanced Equity-Oriented	40% Fixed Income; 60% Equity
50–69	Primarily Equity*	20% Fixed Income; 80% Equity
70+	Equity	98% Equity; 2% Cash

Given your client's specific circumstances, if you believe that any of these strategies will be more suitable than the diversified strategy specified by the worksheet, it will be your responsibility to discuss the alternatives and make an appropriate recommendation.

**If your client's score points him or her to the primarily equity strategy, consider investing in the equity strategy if the amount that your client is investing for this goal represents only the aggressive portion of his or her total portfolio and he or she already owns more conservative investments such as fixed income and short-term securities that can provide a balance to the short-term fluctuations of stocks.*

Personal Opinions Worksheet

1. In general, what is your attitude toward the U.S. economy over the next three to five years?

- a. Very negative
- b. Somewhat negative
- c. Neutral
- d. Somewhat positive
- e. Very positive

2. What are your goals for your investments?

3. Have you worked with a financial advisor before?

- a. Yes
- b. No

4. If yes, what did you like or dislike about your relationship with your financial advisor?

5. Which of the following best describes your sentiments about who makes your investment selections?

- a. I have no preference regarding investment selection and will leave it up to my financial advisor.
- b. I have no preference regarding investment selection, but I would prefer to be informed ahead of time and would like to understand the impact of the investment purchased.
- c. I prefer to have input regarding the selection of my investments and understand that it may have some impact on whether my portfolio's performance meets my goals.

6. What types of financial planning needs do you expect your financial advisor to assist you with? (Select all that apply)

- | | |
|-------------------------------------|---|
| a. Investment Planning | f. Life Event Planning (Job Change/Divorce) |
| b. College Planning | g. Insurance Planning |
| c. Retirement Planning | h. Business Planning |
| d. Eldercare Planning | i. Estate Planning |
| e. Income Protection/Long Term Care | j. Not Sure |

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INVESTMENT OBJECTIVES AND CONSTRAINTS

Personal Opinions Worksheet *continued*

7. What do you expect to accomplish through working with a financial advisor?

8. Are there any investment products you would prefer we do not utilize when crafting your investment plan?

9. How would you rate your investment knowledge on a scale from 1 to 10 (10 being most knowledgeable)? _____

10. How many years of investment experience do you have? _____

11. Since I do not market to the general public and prefer to obtain most of my clients through referrals, do you have any reservations about introducing my services to friends and family who may have similar financial situations?

- a. Yes
- b. No

12. How frequently do you prefer to receive communication regarding the performance of your investment portfolio?

- a. Monthly
- b. Quarterly
- c. Semiannually
- d. Annually

13. Do you have any concerns about working with a financial advisor?

14. What are your hobbies?

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