Fact finder - Level 1 & 2

Client information

	First name	Last name	Date of birth (mm/dd/yyyy)	Gender	Marital status
Client				☐Male ☐Female	
Co-client				☐Male ☐Female	

Street	City	Province	Postal code

Home phone number	Business phone number	Email address

Family members

First name	Last name	Date of birth (mm/dd/yyyy)	Relationship	Dependent of

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Net worth

Lifestyle asset	Market value ($)

Liabilities	Balance ($)	Interest rate (%)	Monthly payments	Asset liability is linked to

Real estate asset	Market value ($)	Rental income	Rental expense	Depreciation		
				Portion Not...	Amount per year	Number of years

Accounts

Account Description	Account Type (Non-Registered,RRSP, RRSP-Spousal, TFSA, DPSP, RPP, LIF, LRIF, RESP)	Owner (Client, Co-client, Joint, Other family member)

Holding description	Symbol	Current value ($)	Hold ($ or %)	Cost basis ($)	Asset Class weightings	Return rates	Beneficiary

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Cash flow

Annual incomes	Family member	Income type	Annual amount

Monthly expense	Family member	Expense Type	Amount	Start/End date

	Client	Co-client
Income CPP/QPP?	☐	☐
Benefit amount (eligible % or est. in today's $)		
Benefit start (age or at retirement)		
Share CPP/QPP?	☐	☐
Include OAS?	☐	☐
Benefit amount (eligible % or est. in today's $)		

Defined benefit

Description	Family member	Start age/date	Est. annual amount or % of final salary	% Payable to survivor

Insurance Coverage

Life insurance coverage

Description	Insured	Policy type	Death benefit ($)	Beneficiary	Monthly premium ($)

Disability insurance coverage

Description	Insured	Policy type	Monthly benefit (% or $)	Monthly premium ($)

Critical illness insurance coverage or Long-term care insurance coverage

Description	Insured	Benefit amount ($)	Monthly premium ($)

Retirement goal

	Client	Co-Client
Retirement age		
Life expectancy		

Retirement expense

Description	Family member	Type	Amount/Frequency	Start date	End date

Retirement income

Description	Family member	Income type	Amount/Frequency	Start date	End date

Account description	% or $ linked to retirement goal

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Education goals

	Goal 1	Goal 2	Goal 3
Family member			
Annual education cost (in today's $)			
Education's start age			
Index costs by			
Number of years			

Account description	% or $ linked to education goals

Major purchase goals

	Goal 1	Goal 2	Goal 3
Description			
Family member			
Purchase date			
Amount (in today's $)			
Index cost by			

Account description	% or $ linked to major purchase goals

Emergency fund goal

Choose one:

Multiple of average monthly expense
Index by (%)

or

Target amount
Index by (%)

Reserve asset for emergency fund until:	
☐ Retirement	☐ End of plan

Account description	% or $ linked to retirement goal

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Survivor income

	If client dies...	If co-client dies..	If both die...
Lump sum needs			
Emergency fund			
Final expense (burial, probate, etc.)			
Any additional needs			
Ongoing needs			
$ or % of income			
Numbers of years to cover			
Ongoing incomes			
Include CPP/QPP and OAS	☐	☐	☐

Disability income

% of lifestyle expenses to cover

	Client	Co-client
Pay off outstanding liabilities?	☐	☐
% to cover major purchase goals		

Long-term care

% of lifestyle expenses to cover during LTC	% of lifestyle expenses to cover during survivorship

	Client	Co-client
Will enter LTC at age:		
LTC period		

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Critical illness

Description	Type	Amount

Pay off outstanding liabilities?
☐