



Date of Completion: _____

CONFIDENTIAL QUESTIONNAIRE

CLIENT NAME 1: _____

CLIENT NAME 2: _____

Home Address: _____

Home Phone: _____

City, State, Zip: _____

Anniversary date: _____

Client 1 Cell Phone: _____

Client 2 Cell Phone: _____

Client 1 Work Phone: _____

Client 2 Work Phone: _____

Fax: (Home or Work) _____

Fax: (Home or Work) _____

Birthdate: _____

Birthdate: _____

E-mail: _____
Send E-newsletter here

E-mail: _____
Send E-newsletter here

Smoker Non-Smoker

Smoker Non-Smoker

Primary Contact Person during business hours? _____

Contact me by (circle one)
E-mail or Phone

FAMILY MEMBERS (Please list children and other dependents.)

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Dependent</u>	<u>Resides?</u> (City & State)
_____	_____	/ /	Y N	_____
_____	_____	/ /	Y N	_____
_____	_____	/ /	Y N	_____

Client Employer (1): _____

Client Employer (2): _____

Occupation/Title: _____

Occupation/Title: _____

Current occupation start date? _____

Current occupation start date? _____

Anticipated employment changes? _____

Anticipated employment changes? _____

Planned retirement date? _____

Planned retirement date? _____

Gross Annual Income (salary): _____

Gross Annual Income (salary): _____

Self Employment Income: _____

Self Employment Income: _____

Bonus/Commissions: _____

Bonus/Commissions: _____

Other Earned Income: _____

Other Earned Income: _____

TOTAL (Current Yr) = _____

TOTAL (Current Yr) = _____

Rank your top major financial concerns from 1 to 3:

- __ Asset Allocation
- __ Budgeting
- __ Cash Flow
- __ College Planning

- __ Debt Management
- __ Estate Planning
- __ Insurance
- __ Investments

- __ Portfolio Review
- __ Retirement Planning
- __ Tax Planning
- __ Tax Preparation

Explain your concerns further. Is there one thing that keeps you up at night?

Who prepares your tax return?

- Self
 Paid Preparer

Name _____

Address _____

Phone (____) _____ - _____

Fax (____) _____ - _____

Do you have estate planning documents?

When and in what state were they drafted?

Wills	Y N	_____
Living Trusts	Y N	_____
Power of Attorney	Y N	_____
Other Documents	Y N	_____

Answer the following questions to determine your Risk Tolerance.

1. How important is capital preservation?

Not at all Moderately important Very important

1 2 3 4 5 6 7 8 9

2. How important is growth?

Not at all Moderately important Very important

1 2 3 4 5 6 7 8 9

3. How important is low volatility?

Not at all Moderately important Very important

1 2 3 4 5 6 7 8 9

4. How important is inflation protection?

Not at all Moderately important Very important

1 2 3 4 5 6 7 8 9

5. How important is current cash flow?

Not at all Moderately important Very important

1 2 3 4 5 6 7 8 9

6. How much risk are you willing to take to achieve a higher return?

None at all A moderate amount A lot

1 2 3 4 5 6 7 8 9

Client (1)

Client (2)

INSURANCE

	<u>Coverage/Cost</u>	<u>Group</u>	<u>Individual</u>	<u>Coverage/Cost</u>	<u>Group</u>	<u>Individual</u>
Health	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Disability	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Disability	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Life	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Life	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Life	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Homeowners	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Auto	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Auto	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Umbrella	_____			_____		
Liability	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Professional	_____			_____		
Liability	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Care	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been turned down for Insurance? Yes No

ASSETS (If you have this information in a different format feel free to omit this section and attach your documentation.)

Bank Accounts

<u>Bank Name</u>	<u>Checking [C], Savings [S], or Money [MM]</u>	<u>Ownership</u>	<u>Avg. Balance</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

CD's

<u>Where Held?</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Ownership</u>	<u>Apx. Value</u>
_____	_____%	_____	_____	\$ _____
_____	_____%	_____	_____	\$ _____

Attach a copy of your most current brokerage, mutual fund and retirement statements.

Please list below and estimate a value for any other investment assets not appearing on the list above or the statements provided:

PERSONAL PROPERTY

Estimated Value

Primary Residence	_____
Furnishings (Liquidation Value)	_____
Vehicle	_____
Vehicle	_____
Other	_____
Other	_____

LIABILITIES

<u>Credit Cards</u>	<u>Interest Rate*</u>	<u>Average</u>	
		<u>Monthly Payment</u>	<u>Current Balance</u>
_____	_____ %	\$ _____	\$ _____
_____	_____ %	\$ _____	\$ _____
_____	_____ %	\$ _____	\$ _____
_____	_____ %	\$ _____	\$ _____

*If not paid in full each month

<u>Debts (Residence, Auto, Business, School)</u>	<u>Term</u>	<u>Interest Rate</u>	<u>Payment</u>	<u>Current Balance</u>	<u>Original Balance</u>
_____	_____	_____ %	\$ _____	\$ _____	_____
_____	_____	_____ %	\$ _____	\$ _____	_____
_____	_____	_____ %	\$ _____	\$ _____	_____
_____	_____	_____ %	\$ _____	\$ _____	_____

Have you received a copy of your credit report recently? Yes No

Rate your working relationships with each of the following advisors that apply:

<u>Adviser</u>	<u>Satisfaction Rating</u>					<u>Not Applicable</u>
	<u>Dissatisfied</u>			<u>Very Satisfied</u>		
Financial Planner	1	2	3	4	5	X
Broker	1	2	3	4	5	X
Broker	1	2	3	4	5	X
Accountant	1	2	3	4	5	X
Tax Preparer	1	2	3	4	5	X
Attorney	1	2	3	4	5	X
Insurance Agent	1	2	3	4	5	X

Please comment on the advice you seek.

These items may be needed, should you engage our services:

- | | |
|------------------------------------|--------------------------------|
| Prior Year Tax Return | Paycheck Stubs |
| Brokerage Account Statements | Mutual Fund Account Statements |
| Trust Account Statements | Employee Benefits Booklet |
| Retirement Plan Account Statements | Legal Documents |
| Loan Documents | Insurance Policies |

Please (1) keep a copy of your completed form, (2) fax or mail a copy to us at the following address:

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