

Meeting agenda and discussion guide

To effectively advise you on financial decisions and make the best use of meeting time, we ask that you review this agenda and discussion guide before our meeting.

Agenda

- Learn about your needs and answer any questions you may have
- Understand your investment objectives, including your saving and spending needs, and desired standard of living, along with your personal situation
- Discuss your current financial picture, including available assets, income, tax situation, legal considerations, and any unique circumstances or concerns
- Define your investment risk tolerance, time horizon, and personal investment experience

Documents needed for review

To help prepare your investment analysis and create your wealth management plan, please send us or bring the following documents to your initial meeting:

- | | |
|--|---|
| <input type="checkbox"/> Current assets and liabilities | <input type="checkbox"/> Employer Stock Plan Documents and Statements |
| <input type="checkbox"/> Estimate of monthly or annual expenses | |
| <input type="checkbox"/> Income records such as W-2 forms and tax returns (last three years) | <input type="checkbox"/> Most current 401 (k) and other retirement plan statements |
| <input type="checkbox"/> Latest investment account and bank statements | <input type="checkbox"/> Estate Documents (Will, Power of Attorney, Health Care Proxy, Revocable Trust, etc.) |
| <input type="checkbox"/> Mortgage and other loan statements | <input type="checkbox"/> Employer Group Benefits statements or booklet |
| <input type="checkbox"/> Social Security benefit statements | <input type="checkbox"/> Life, disability, and long-term care policies |
| <input type="checkbox"/> Annuity policy documents and statements | <input type="checkbox"/> Names, birth dates, and beneficiary contact information |
| <input type="checkbox"/> Pension documents and statements | |

Confidentiality

Confidentiality and protection of your personal information is of the highest importance. We will not disclose any information about you to anyone, including your employer, accountant, attorney, or family, without your permission.