



STEP BY STEP

FINANCIAL LLC

Initial Strategy Session Appointment

Proposed Agenda: 30-45 Minutes

1. **Your story:** This is the time where you share with us about your life, your finances, your goals, and what you hope to accomplish by working with us.
2. **Your burning questions:** This is your opportunity to articulate the financial questions that concern you most.

The majority of the appointment is spent on 1 and 2 above.

3. **Background and philosophies:** This is where we spend time talking about what sets us apart and how our approach leads to solutions that don't just meet your needs but provide value far and above what is available within the industry.
4. **Mutual Discussion:** Where we answer the question, "Is this a good fit?" - Based on what you've shared with us, will we both benefit from working together?
5. **"Yes!":** Schedule Your Financial Review, so we can begin to work on your plan immediately.
 - In order to schedule your review you will need to be prepared to sign the Financial Review agreement and pay a minimum of half the \$750 review fee.
6. **If "No,"** We will do our best to provide you with a referral for a professional who may be better suited to your needs.

Kevin F. Jacobs, CFP®, EA



Financial Review

The purpose of the Financial Review is to provide answers to your most burning questions and to give you the experience of working with a financial planner dedicated to serving your best interests. For some, the Financial Review may be all you need on your journey to financial security. For others, the Financial Review may be the beginning of working together on an ongoing basis.

Retirement Planning Financial Review

- What is my current net worth?
- Am I on track?
- Do I have enough to retire? When?
- Will I have enough to fund my retirement if I spend "\$" per year during retirement?
- When should I begin taking my Social Security benefits?
- What is the optimal strategy for my spouse and I to receive Social Security distributions?

College Funding Financial Review

- What are the most efficient strategies to maximize aid eligibility?
- What are the differences between the FAFSA and CSS Profile?
- What are the optimal asset, income, and tax strategies for college funding?
- What is the best manner for distributing from investment accounts to pay for college?
- How do I coordinate contributions from other family members, i.e. Grandparents?
- Should I take out student loans and if so, which ones and how much?
- How do I cover the college expenses shortfall?
- What is the best resource for saving for college expenses?

One of the most overlooked aspects of financial planning centers on life satisfaction, which cannot be measured by a number or benchmark. This is why we are confident that every client who works with us will receive value that far exceeds our fee. We take the time to listen and to hear your underlying concerns. We help to provide clarity to you in many of the following areas:

- I feel overwhelmed by my financial life.
- I do not really understand how it all fits together.
- I am not sure how much I need to . . .
- I want to spend more time doing the things that truly make me happy.
- There are things (big ticket items) I want to do before it's too late.
- I do not want to find myself five years older and still dealing with these same issues.
- Am I truly happy working or am I just afraid I cannot afford to retire?
- I am tired of the anxiety I feel about my finances.

Fee for Financial Review

The fee for the above listed Financial Reviews is \$750. The first half of the fee (\$375) is due upon agreeing to work with us and the other half is due at the end of the Financial Review meetings.



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FINANCIAL REVIEW AGREEMENT

This Agreement, related schedules and exhibits (collectively the “Agreement”), is between Step By Step Financial LLC (the “Advisor”) and the undersigned client(s) _____(the “Client”). This Agreement pertains to financial planning services to be provided by the Advisor in accordance with the following terms and conditions:

1. Services.

- A. Advisor and Client will meet twice during the term of this Agreement. The term of this Agreement is from _____through _____.
- B. Client understands the services provided under this Agreement are limited and do not constitute a comprehensive financial plan.
- C. No follow-up services are provided for the Financial Review unless the Client engages the Advisor in an Ongoing Financial Planning agreement.
- D. Financial Reviews are by nature of a limited scope, which is defined below by the selection of a Financial Review topic.

Please check one topic.

- COLLEGE FUNDING RETIREMENT PLANNING OTHER: _____

2. Fees.

- A. For the services provided under this Agreement, Client agrees to pay Advisor a fee of \$750. The fee is payable as follows: \$375 upon execution of this Agreement and the additional balance of \$375 paid after the Financial Review has been completed.
- B. Client agrees to pay all out-of-pocket expenses incurred in performing professional services, provided that such expenses are expressly authorized by the Client.
- C. Advisor is compensated based solely on the above fee structure and does not receive any commissions, referral fees, or other third-party payments in connection services provided under this Agreement.

3. Non-Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

4. Conflicts of Interest. The Advisor shall refuse to perform any services under paragraph 1 which, in the sole discretion of the Advisor, create or constitute a conflict of interest.

5. Responsibility for Timely Performance. The Client agrees to provide information required to perform the above services as expeditiously as possible to ensure timely performance by the Advisor. The Client understands Advisor, in the performance of its obligations and duties under this Agreement, is entitled to rely upon the accuracy of information furnished by the Client without further investigation.

6. Client Authority. If the Client is not a natural person, the Client represents it is authorized to execute this Agreement and terms of this Agreement do not violate any of Client’s legal or other obligations. The Client agrees Advisor will not be liable for any losses, costs or claims suffered or arising out of the Client’s lack of authority.



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Financial Review Checklist

Income/Expenses

- ❖ Summary of Monthly Income from all Sources
- ❖ Summary of Monthly Expenses
- ❖ List of Cash Flow Concerns
- ❖ Expected "Big Ticket" Expenses Within Next Three Years

Investments

- ❖ Checking Accounts
- ❖ Savings Accounts
- ❖ Brokerage Accounts
- ❖ IRAs/Roth IRAs
- ❖ Defined Benefit or Other Employer-Sponsored Retirement Plan
- ❖ Other Investments
- ❖ Non-residence Real Estate Holdings (mortgage, rent, maintenance, other expenses)
- ❖ Education Accounts (529s, Coverdell, UGMA/UTMA)

Home Financing

- ❖ Information on Current Mortgage Terms
- ❖ Alternatives for Refinancing (if known)
- ❖ Home Equity Line of Credit (Balance and Terms)



Debts

- ❖ Credit Card(s)
 - Current Balances
 - Interest Rates
- ❖ Student Loan Information
- ❖ Other Personal Debts

Risk Management

- ❖ Life Insurance
- ❖ Homeowners/Renters Insurance
- ❖ Automobile Insurance
- ❖ Employer Sponsored Insurance
 - Disability
 - Health
 - Other
- ❖ Individual Policies
 - Disability
 - Health
 - Long Term Care
 - Other
- ❖ Umbrella Insurance
- ❖ Rental Real Estate Insurance

Taxes

- ❖ Three Most Recent Tax Returns
- ❖ Latest Paycheck

Employee Benefits

- ❖ List of Available Options

Estate Planning

- ❖ List of trust documents, wills, powers of attorney, etc. that are currently in place; including attorney and/or trustee and date of most recent review.



Personal Planning Profile

The following information is strictly confidential and will not be disclosed to anyone without your expressed consent.

Kevin F. Jacobs, CFP®, EA
 121 West Commercial Street
 Broken Arrow, OK 74012

1. Dependant Information (if applicable)

Please List Dependents
 Names and Birthdays

Is Anyone Disabled?

If yes, explain:

2. Contact Information

Name

Mailing Address

Home Phone ()

Work Phone ()

Cell Phone ()

3. Profile Information

Birthdate / /

Marital Status

Married
 Single
 Divorced
 Other

Employment Status

Employed
 Self Employed
 Unemployed
 Retired

Employer

4. Spousal Information (if applicable)

Spouse Name

Birthdate / /

Employment Status

Employed
 Self Employed
 Unemployed
 Retired

Employer

5. What is your attitude towards risk? Please choose one of the following :

Strongly dislike risk

I prefer very safe investments (i.e. insured savings, government securities, etc.)

Prefer little risk.

I want to know how much my investment will pay (i.e. highly-rated bonds)

Will assume some risk

(i.e. stocks, mutual funds, etc.)

Prefer greater risk

(i.e. speculative stocks and other investments where the return is uncertain, but may be substantial)

Uncertain

I do not know my current attitude toward risk.

6. Your Financial Planning Goals & Objectives

Please rate each of the following (1 = very | 2 = somewhat | 3 = not at all)

How important are the following Financial Planning Goals?

1 2 3 Retire comfortably

1 2 3 Provide for children's education

1 2 3 Save on income taxes

1 2 3 Provide for survivors in the event of my death

1 2 3 Structure my estate to minimize estate taxes

1 2 3 Other :

If retirement is one of your goals, at what age would you like to retire? _____

Your Spouse? (if applicable) _____

How important are the following Investment Objectives?

1 2 3 Increase current income

1 2 3 Spread risk among investments (i.e. diversity)

1 2 3 Have cash available for emergencies or investment opportunities (i.e. liquidity)

1 2 3 Accumulate funds that will keep pace with inflation or do better than inflation

1 2 3 Use borrowed funds to increase return from my investments (i.e. leverage)

1 2 3 Minimize the time I have to spend managing my investments

7. Your Financial Snapshot

Please state the value for each of the following items (if applicable)

Real Estate

Your Home :

Mortgage(s) on your home :

Other Real Estate :

Mortgages on Other Real Estate :

Savings, Investments, Other Assets

Checking, Savings, CDs/Money Market Funds, Stocks, Bonds, Mutual Funds :

Retirement Accounts (IRAs, 401Ks, SEPs, Keoghs) :

Company Savings & Profit Sharing Plans :

Other Assets :

Debt

Credit Card Balances :

Other Installment Loans :

Other Liabilities :

Income & Expenditures

Annual Household Income :

Annual Living Expenditures (Include Fed., State & Local Taxes) :

Annual Savings (Include Company Savings Plans, Personal Savings & Contributions to Retirement Plans) :

8. Miscellaneous Information

Place An X in the appropriate boxes

Yes

No

Not Sure

Other Information

Is income fairly uniform and predictable?

Are all Federal, State & Local tax returns up to date and filed on time?

Are any of your tax filings on extensions?

Estate Planning

Do you (and your spouse, if applicable) have wills?

Have a trust arrangement?

Have a living trust?

Have health proxies?

Have a durable power?

Insurance Policies

Do you currently have homeowner's insurance?

Do you have life insurance?

If you have life insurance, please itemize the amount of death benefit for you and your spouse (if applicable)

Do you have an umbrella policy?

Do you have automobile insurance? On how many vehicles?

Miscellaneous

Have you ever been unhappy with the recommendations of a stockbroker, insurance agent and/or any other financial advisor or consultant?

If yes, please explain _____

- - -

Do you expect any inheritances, legal settlements or gifts that may affect your financial plan?

If yes, please explain _____

- - -