

BACK OFFICE SOLUTIONS, LLC

Planner Information Request Form

The information you provide on this sheet is used to collect data that will be valuable in assisting you with Financial Planning software outsourcing. All information will be held in the strictest confidence.

GENERAL INFORMATION:

| Information | Your Answer |
|---|--------------------|
| Date: | |
| Name: | |
| Business Name (D/B/A): | |
| Address: | |
| City/State/Zip: | |
| Phone: | |
| Fax: | |
| Mobile: | |
| Email: | |
| Website: | |
| SEC or State Registration: (if state, please specify) | |

TECHNICAL INFORMATION:

| Question | Your Answer | Another Answer? |
|---|--------------------|------------------------|
| Windows Version? | | |
| Word Processing and Spreadsheet Software? | | |
| Contact Management Software? | | |
| Portfolio Management Software? | | |
| Financial Planning Software? | | |
| Portfolio Optimizer? | | |
| Internet Provider Type (dial-up/cable/DSL) | | |
| Backup System Software/Solution? | | |
| Do you use a server? | | NA |
| What type of scanner are you using? | | |
| Other Software/Hardware that we should be aware of? | | |

BRIEFLY DESCRIBE YOUR BUSINESS:

(Please include info such as sole practitioner, employees, no. of years in practice, practice focus, goals for growth) If you update your business plan on an annual basis, the summary section of the latest plan may be sufficient. Also, describe the methodology of your practice, and list areas of focus, i.e., investment management, high net worth clients, middle income clients, etc.

GENERAL QUESTIONS:

What do you want to accomplish through working with BackOffice Solutions?

What do you find as your greatest challenge in managing your practice?

DEFAULT RATES INFORMATION:

(Note: These are defaults only; all rates/fixed numbers provided can be overridden).

| Rate | Default Answer |
|--|-----------------------|
| Desired Retirement Age (Client, Partner) | |
| Life Expectancy (Client, Partner) | |
| Percentage of College Costs Parents Will Pay | |
| Earnings Rate (after tax) on Education Fund | |
| Inflation Rate for Educational Expenses | |
| College Expenses Per Year in Today's Dollars | |
| Final Expenses | |
| Emergency Funds | |
| Estate Administration Rate | |
| Inflation Rate | |
| Pre Retirement Taxable Rate | |
| Pre Retirement Tax Deferred Rate | |
| Pre Retirement Tax Free Rate | |
| Pre Retirement Equity/Other Rate | |
| Post Retirement Taxable Rate | |
| Post Retirement Tax Deferred Rate | |
| Post Retirement Tax Free Rate | |
| Post Retirement Equity/Other Rate | |
| SS Cola Rate | |
| Current Living Expense % when Retired | |
| Current Living Expense % while Disabled | |
| Current Living Expense % when Survivor | |

STATE TAX DATA

In addition to the summary state tax data below, please provide the current year state tax table or rates for every state where you conduct planning business.

| Rate | Answer |
|--|--------|
| State #1 | |
| Social Security Taxable in this State? | |
| Personal Exemption Per Taxpayer | |
| Personal Exemption Per Child | |
| Personal Credit Per Taxpayer | |
| Personal Credit Per Child | |
| State Tax as a % of Federal Income (Gross) | |
| State Tax as a % of Federal Income (AGI) | |
| State Tax as a % of Federal Income (Taxable) | |
| State Tax as a % of Federal Income (Federal Tax) | |
| | |
| State #2 | |
| Social Security Taxable in this State? | |
| Personal Exemption Per Taxpayer | |
| Personal Exemption Per Child | |
| Personal Credit Per Taxpayer | |
| Personal Credit Per Child | |
| State Tax as a % of Federal Income (Gross) | |
| State Tax as a % of Federal Income (AGI) | |
| State Tax as a % of Federal Income (Taxable) | |
| State Tax as a % of Federal Income (Federal Tax) | |
| | |
| State #3 | |
| Social Security Taxable in this State? | |
| Personal Exemption Per Taxpayer | |
| Personal Exemption Per Child | |
| Personal Credit Per Taxpayer | |
| Personal Credit Per Child | |
| State Tax as a % of Federal Income (Gross) | |
| State Tax as a % of Federal Income (AGI) | |
| State Tax as a % of Federal Income (Taxable) | |
| State Tax as a % of Federal Income (Federal Tax) | |

Reviewed on: _____ by: _____ Accepted on: _____ by: _____