**NEW CLIENT - ONBOARDING INFORMATION**

Full Legal name:

Home address:

Cell Phone:

Preferred email:

DOB/Birth State:

SSN:

Citizenship***(if not US, need passport, visa, or green card)***

Years in US:

Drivers License #/State of Issue:

**Spouse:**

Full Legal name:

Home address:

Cell Phone:

Preferred email:

DOB/Birth State:

SSN:

Citizenship***(if not US, need passport, visa, or green card)***

Years in US:

Drivers License #/State of Issue:

***Kid 4***

Legal name:

Date of Birth:

SSN (if doing 529):

***Kid 2***

Legal name:

Date of Birth:

SSN (if doing 529):

***Kid 1***

Legal name:

Date of Birth:

SSN (if doing 529):

**Spouse:**

Name of Employer:

Title at work:

Employer’s address:

Income this year AND last year:

Net worth:

Name of Employer:

Title at work:

Employer’s address:

Income this year AND last year:

Net worth:

***Kid 3***

Legal name:

Date of Birth:

SSN (if doing 529):

**Beneficiary for accounts/insurance:**

**Name:**

DOB:

Relationship:

% split:

**Name:**

DOB:

Relationship:

% split:

**Beneficiaries the same for all accounts across the board?**

**Spouse’s Beneficiary for accounts/insurance:**

Name:

DOB:

Relationship:

% split:

Name:

DOB:

Relationship:

% split:

**Beneficiaries the same for all accounts across the board?**

**If SPOUSE is applying for insurance**

Any scheduled foreign travel next 2 years

If yes, where, when, how many days?

**\*\*INCLUDE DETAILS IF ANSWERED YES FOR THE BELOW**

Any history of Tobacco:

Felony:

DUI:

Military:

Pilot:

Dangerous Hobbies (**such as skydiving, scuba, racing, etc**.)?

Any scheduled foreign travel next 2 years?

If yes, where, when, how many days?

**\*\*INCLUDE DETAILS IF ANSWERED YES FOR THE BELOW**

Any history of Tobacco

Felony:

DUI:

Military:

Pilot:

Dangerous Hobbies (**such as skydiving, scuba, racing, etc**.)?

**If opening 529 plan**

**Child’s name:**

Child’s beneficiary:

Owner’s name, DOB, and SSN:

Owner’s address:

Owner’s emails/phone:

Contribution amount:

Contribution frequency:

Bank account:

*If rolling over current plan:* Statement for current 529 account needed

**Child’s name:**

Child’s beneficiary:

Owner’s name, DOB, and SSN:

Owner’s address:

Owner’s emails/phone:

Contribution amount:

Contribution frequency:

Bank account:

*If rolling over current plan:* Statement for current 529 account needed

**SET EXPECTATIONS AT END OF CALL:**

**INVESTMENTS**

-Need documents above in order to open

-Nick will send your account opening paperwork

-Advisor will do rollover calls (if necessary)

-Nick will be managing the portfolios and can answer any questions

-Advisor is always available for questions as well

**INSURANCE**

-Kayla will reach regarding scheduling exam and any misc. info needed

-When complete, Kayla will reach out on paperwork needing signed.

-Insurance process typically takes 4 – 6 weeks due to underwriting (exam & medical records)

-Kayla is your point of contact on all insurance pieces

**529’s**

-Nick will send paperwork in mail with return envelope

-If rollover, need statement emailed or included in return envelope

-Once paperwork is returned, typically takes several weeks to open and fund account

-Nick is your go to person with questions about 529

**NEED FROM CLIENT:**

1. Voided check for any bank accounts to link (with both spouse’s name on it)
2. Statement copies (if rollover)
3. If not citizen, passport, visa, or green card
4. Any information they were unable to give on the phone (send follow up email too)

**SPECIAL CIRCUMSTANCES:**

1. 529 statement, if rollover
2. Inherited account: death certificate copy
3. Trusts: copy of the trust document
4. 401k: Tax ID number, Trustee info (name, address, email, phone, DOB, SSN)
   1. If don’t have all Trustee info – ask for contact information and name, then reach out directly to trustee for DOB, SSN, home address