# Needs Assessment \& Solmition Workbook 

Client Name: $\qquad$
Advisor Name: $\qquad$
Date: $\qquad$

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## Needs Assessment \& Solution Workbook

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## Needs Assessment \& Solution Workbook

## Client Data Worksheet

To be completed by your client to determine if the proposed fixed annuity or life insurance meets his or her needs and objectives.

## Personal Data

| Client | First Name | Last Name | DOB/ <br> Age | SS/Tax ID No. | Marital <br> Status | Number of <br> Dependents | Occupation |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

Cash Reserves

| Institution Name | Current Balance | Account Type | Taxable? | Maturity Date | Interest Rate |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  | Emergency reserves | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Savings account | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Money market | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Checking account | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Other | $\mathrm{Y} / \mathrm{N}$ |  |  |

Other Investments/Insurance Products

| Institution/Insurer | Current Balance | Account Type | Taxable? | Maturity Date | Interest Rate |
| :--- | :--- | :--- | :---: | :--- | :--- |
|  |  | CDs | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Mutual funds | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Stocks | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  | Bonds | $\mathrm{Y} / \mathrm{N}$ |  |  |  |
|  |  | Life insurance | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  | Other annuities | $\mathrm{Y} / \mathrm{N}$ |  |  |  |
|  |  | LTC insurance | $\mathrm{Y} / \mathrm{N}$ |  |  |
|  |  | Health insurance | $\mathrm{Y} / \mathrm{N}$ |  |  |

## Risk Tolerance



## Purchasing Objectives

| Purchasing Objectives | Owner |  |
| :--- | :---: | :---: |
| Principal protection | Yes | No |
| Earnings guarantee | Yes | No |
| Liquidity: If yes, what percent? | Yes (__\%) | No |
| Retirement income | Yes | No |
| Flexibility for future needs | Yes | No |
| Estate planning | Yes | No |
| Tax deferral | Yes | No |

Goals

| Define Short-Term Investment Goals |
| :--- |
|  |
| Define Long-Term Investment Goals |
|  |
|  |
| Other Goals |
|  |
|  |

If you have a short-term liquidity need, a long-term annuity or life insurance may not be appropriate.

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## Professional Data

| Type | Name/Firm | Phone |
| :--- | :--- | :--- |
| Accountant |  |  |
| Attorney |  |  |
| Financial Advisor |  |  |

## Financial Profile

1. Annual gross income:
$\square \$ 0-29,999$
$\square \$ 30,000-49,999$
$\square \$ 50,000-74,999$
$\square \$ 75,000-99,999$
$\square \$ 100,000-149,999$
$\square \$ 150,000-249,999$
$\square$ 250,000 - 399,999
$\square$ \$400,000+
2. Income sources (check all that apply):

| $\square$ Salary | $\square$ Pension Plans |
| :--- | :--- |
| $\square$ Investments | $\square$ Disability |
| $\square$ Social Security | $\square$ Unemployment |

3. Estimated net worth (excluding primary residence, furnishings, automobiles):
$\square \$ 0-74,999$
$\square \$ 75,000-149,999$


## Proposed Annuity Purchase

1. Length of time you plan to keep money in this annuity:4 years or less
$\square 4$ - 8 years
$\square 8-10$ years10 years or more
2. Have friends or family been consulted about this purchase? $\square$ Yes $\square$ No If not, please indicate whom, if anyone, you would like contacted:

Name: $\qquad$ Phone: $\qquad$ Relationship: $\qquad$
3. Has your agent discussed with you whether an existing life insurance or annuity will be replaced in connection with the proposed sale of this annuity and whether surrender charges will apply? $\square$ Yes $\square$ No
4. Source of funds for fixed annuity purchase: $\qquad$

## Miscellaneous

1. Do you or your spouse have any major medical problems? $\square$ Yes $\square$ No If yes, explain:
2. What, if any, changes do you expect in your family or financial situation in the next 12 months? $\qquad$
3. Survivors' needs: Immediate: $\qquad$ Future:
Source to provide for needs: $\qquad$ Source to provide for needs: $\qquad$

## Needs Assessment \& Solution Workbook

## Risk Assessment

Schwab model portfolios provide a simplified approach to creating an asset allocation plan. This questionnaire will help you decide whether one of these portfolios is right for you.

Important considerations when choosing your portfolio

## Your Time Horizon

When will you begin withdrawing your money from your account, and at what rate? If that date is many years away, you may be comfortable with a portfolio that carries a greater potential for appreciation and higher level of risk.
There's more time to weather the inevitable ups and downs of the market.

## Your Risk Tolerance

How do you feel about risk? Some investments fluctuate more dramatically in value than others but may have the potential for higher returns. It's important that you select investments that fit within your level of tolerance for this risk.

## How to make your choice

## 1. Complete the questionnaire.

Answer the questions on the following pages and use your score to identify an Investor Profile that's closest to your own.

## 2. Select an investment strategy.

With your Investor Profile in mind, look on page 4 to find the investment strategy that may be most appropriate for you.

Circle the number of points for each of your answers and note the total for each section.

## SECTION 1: TIME HORIZON

1. I plan to begin withdrawing money from my investments in:

Less than 3 years

1
$3-5$ years
6-10 years7
11 years or more ..... 10
2. Once I begin withdrawing funds from my investments, I plan to spend all of the funds in:
Less than 2 years
$2-5$ years
6-10 years
11 years or more

## Subtotal: Time Horizon Score

Enter the total points from questions 1 and 2.
Time Horizon Score: $\qquad$ point(s)

If your Time Horizon Score is less than 3, stop here.
A score of less than 3 indicates a very short investment time horizon. For such a short time horizon, a relatively low-risk portfolio of $40 \%$ short-term (average maturity of five years or less) bonds or bond funds and 60\% cash is suggested, as stock investments may be significantly more volatile in the short term.

If your score is $\mathbf{3}$ or more, please continue to Section 2.

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## SECTION 2: RISK TOLERANCE

3. I would describe my knowledge of investments as:

None

Limited

Good
Extensive
4. When I invest my money, I am:

Most concerned about my investment losing value
Equally concerned about my investment losing or gaining value

Most concerned about my investment gaining value
5. Select the investments you currently own or have owned in the past with the highest number of points.

Money market funds or cash investments
Bonds and/or bond funds
Stocks and/or stock funds

## 6. Consider this scenario:

Imagine that in the past three months, the overall stock market lost 25\% of its value. An individual stock investment you own also lost 25\% of its value. What would you do?

Sell all of my shares
Sell some of my shares
Do nothing
Buy more shares

## 7. Review the chart below.

We've outlined the most likely best- and worst-case annual returns of five hypothetical investment plans. Which range of possible outcomes is most acceptable to you?

The figures are hypothetical and do not represent the performance of any particular investment.

## Best- and Worst-Case Scenarios (1 year)

| Plan | Average <br> Annual Return | Best-Case | Worst-Case | Points |
| :---: | :---: | :---: | :---: | :---: |
| A | $7.2 \%$ | $16.3 \%$ | $-5.6 \%$ | 0 |
| B | $9.0 \%$ | $25.0 \%$ | $-12.1 \%$ | 3 |
| C | $10.4 \%$ | $33.6 \%$ | $-18.2 \%$ | 6 |
| D | $11.7 \%$ | $42.8 \%$ | $-24.0 \%$ | 8 |
| E | $12.5 \%$ | $50.0 \%$ | $-28.2 \%$ | 10 |

## Subtotal: Risk Tolerance Score

Enter the total points for questions 3 through 7.

Risk Tolerance Score: $\qquad$ points

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## Determine your Investor Profile

The chart below uses the subtotals you calculated in the preceding two sections.

To determine your Investor Profile, find your Time Horizon Score along the left side and your Risk Tolerance Score
across the top. Locate their intersection point, situated in the area that corresponds to your Investor Profile. On the next page, select the investment strategy that corresponds to your Investor Profile.

Risk Tolerance Score
$0-10111213141516171819202122232425262728293031323334353637383940$


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## Select an investment strategy

These investment strategies show how investors might allocate their money among investments in various categories. Keep in mind that it's important to periodically review your investment strategy to make sure it continues to be consistent with your goals. Please note that these examples are not based on market forecasts, but simply
reflect an established approach to investing-allocating dollars among different investment categories.

If one of the investment strategies below matches your Investor Profile, you can use this information to help you create an asset allocation plan.

| CONSERVATIVE ALLOCATION |
| :---: |
| Average Annual  <br> Return: $7.8 \%$ <br> Best Year: $22.8 \%$ <br> Worst Year: $-4.6 \%$ |
| For investors who seek current income and stability and are less concerned about growth. |


| MODERATELY CONSERVATIVE |
| :---: |
| Average Annual  <br> Return: $9.0 \%$ <br> Best Year: $27.0 \%$ <br> Worst Year: $-12.5 \%$ |
| For investors who seek current income and stability, with modest potential for increase in the value of their investments. |


| MODERATE ALLOCATION | MODERATELY AGGRESSIVE |
| :---: | :---: |
| Average Annual  <br> Return: $9.7 \%$ <br> Best Year: $30.9 \%$ <br> Worst Year: $-20.9 \%$ | Average Annual  <br> Return: $10.1 \%$ <br> Best Year: $34.4 \%$ <br> Worst Year: $-29.5 \%$ |
| For long-term investors who don't need current income and want some growth potential. Likely to entail some fluctuations in value, but presents less volatility than the overall equity market. | For long-term investors who want good growth potential and don't need current income. Entails a fair amount of volatility, but not as much as a portfolio invested exclusively in equities. |
| - 35\% Large-Cap Equity <br> - 10\% Small-Cap Equity <br> - 15\% International Equity <br> - 35\% Fixed Income <br> ■ 5\% Cash Investments | 45\% Large-Cap Equity <br> - 15\% Small-Cap Equity <br> - 20\% International Equity <br> - 15\% Fixed Income <br> - 5\% Cash Investments |


| AGGRESSIVE <br> ALLOCATION |  |
| :--- | ---: |
|  |  |
| Average Annual |  |
| Return: | $10.3 \%$ |
| Best Year: | $39.9 \%$ |
| Worst Year: | $-36.0 \%$ |

For long-term investors who want high growth potential and don't need current income. May entail substantial year-to-year volatility in value in exchange for potentially high long-term returns.


- 50\% Large-Cap Equity
- 20\% Small-Cap Equity
- 25\% International Equity
- 0\% Fixed Income
- 5\% Cash Investments

Investors should carefully consider information contained in the prospectus, including investment objectives, risks, charges, and expenses. You can request a prospectus by calling Schwab at 1-800-435-4000. Please read the prospectus carefully before investing.
Money market funds are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the fund seeks to preserve the value of your investment at $\$ 1.00$ per share, it is possible to lose money by investing in the fund.
Investing involves risk, including the possible loss of principal.

## Brokerage Products: Not FDIC-Insured - No Bank Guarantee - May Lose Value

Source: Charles Schwab Investment Advisory with data provided by Morningstar, Inc. The return figures for 1970-2014 are the compounded annual average and the minimum and maximum annual total returns of hypothetical asset allocation plans. The asset allocation plans are weighted averages of the performance of the indices used to represent each asset class in the plans, include reinvestment of dividends and interest, and are rebalanced annually. The indices representing each asset class in the historical asset allocation plans are S\&P $500^{\circledR}$ Index (large-cap stocks); CRSP 6-8 Index for the period 1970-1978 and Russell 2000® Index for the period 1979-2014 (small-cap stocks); MSCI EAFE ${ }^{\circledR}$ Net of Taxes (international stocks); Ibbotson Intermediate-Term Government Bond Index for the period 1970-1975 and Barclays U.S. Aggregate Bond Index for the period 1976-2014 (fixed income); and Ibbotson U.S. 30day Treasury Bill Index for the period 1970-1977 and Citigroup 3-month U.S. Treasury Bills for the period 1978-2014 (cash investments). Indices are unmanaged, do not incur fees or expenses, and cannot be invested in directly. Past performance is no indication of future results.

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## Summary

## Risk Tolerance

 Moderately Conservative $\square$ ModerateModerately AggressivePercentage of Assets Focused for Fixed Income/Safety Bucket
$\square$ 50\% $\square$ 35\% $\square$ 15\%Other $\qquad$ \%

Equates to dollar amount: \$ $\qquad$

Map Your Product Solution Outcome (Check those that apply)Multi-Year GuaranteeFixed Indexed Annuity $\square$ Fixed Indexed Annuity with Income Rider
Fixed Annuity $\square$ Deferred Immediate Annuity $\square$ Immediate Annuity (QLAC)
Fixed Indexed Annuity with DoublerSPWL/UL/IUL $\square$ Annuity/LTC Linked Benefit
Fixed Indexed Annuity with Enhanced Death Benefit Rider
$\square$ Life/LTC Linked Benefit
Fixed Indexed Annuity with Legacy Rider


## Call The Annuity \& Life Source, Inc to get a summary of appropriate products.

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Product Solution Comparison


## Needs Assessment \& Solution Workbook

## Advisor Notes / Summary / Recommendations

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## Call \& Meeting Log

| Type <br> (Meeting/Call) | Date | Time | Discussion Topic/Summary of Conversation |
| :--- | :--- | :--- | :--- |
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