



Fact Finder

Company Information

Business Name: _____

Employer Tax ID#: _____

Phone: _____ Fax: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Website: _____

Email Address: _____

Form of Business: C Corporation S Corporation
 Proprietorship General Partnership
 Limited Partnership LLC Other

Tax Status:
 "C" Corporation: _____ "S" Corporation: _____

Other: _____ Date of Last Change: _____

Date Business Established: _____

Accounting:
 Year End (Month/Day) _____

Method: Cash _____ Accrual _____

Future Business Changes: Incorporate Merge
 Go Public Sell to Associates
 Give/Sell to Children

Business Ownership

Name: _____

Title: _____

Sex: _____ Date of Birth: _____

Annual Salary: _____ Bonus: _____

Email Address: _____

Other: _____

Business Ownership (continued)

Name: _____

Title: _____

Sex: _____ Date of Birth: _____

Annual Salary: _____ Bonus: _____

Email Address: _____

Other: _____

Name: _____

Title: _____

Sex: _____ Date of Birth: _____

Annual Salary: _____ Bonus: _____

Email Address: _____

Other: _____

Are any of the owners related? _____

Number of employees: _____

Business Advisors

	<i>Name</i>	<i>Phone Number</i>
Accountant:	_____	_____

Attorney: _____

Banker: _____

Investment Advisor: _____

Insurance Advisor: _____

Other Advisors: _____

Business Valuation Information:

When was value determined?

Estimated fair market value:

Estimated annual growth rate:

How was value determined?

Buy-Sell Information:

Is there a buy-sell arrangement?

What type of plan: Cross purchase

Stock Redemption

Other

How is purchase price determined?

How will the purchase be funded?

Last reviewed with attorney:

Business Continuation Plans:

Are any other family members active in the business?

Management succession plan in place?

Ownership interests transferred by gift?

Business Planning Objectives:

What will happen to the business and an owner's family upon an owner's:

Disability:

Retirement:

Death:

Business Life Insurance Plans

Any corporate owned life insurance?

For what purpose?

Any key person life insurance?

Employee Benefits:

Place a checkmark next to all current benefit plans:

- | | |
|--|--|
| <input type="checkbox"/> Cafeteria Compensation | <input type="checkbox"/> Payroll IRA/SEP |
| <input type="checkbox"/> Deferred Compensation
-Salary Continuation | <input type="checkbox"/> Payroll Savings Plan |
| <input type="checkbox"/> Employee Benefit Booklet | <input type="checkbox"/> Pension Trust Agreement |
| <input type="checkbox"/> Executive/REBA Bonus | <input type="checkbox"/> Profit-Sharing Trust |
| <input type="checkbox"/> Group Dental Plan | <input type="checkbox"/> Qualified Plan Investment |
| <input type="checkbox"/> Group Disability Income | <input type="checkbox"/> Split Dollar |
| <input type="checkbox"/> Group Health Plan | <input type="checkbox"/> Stock Options |
| <input type="checkbox"/> Group Life Insurance | <input type="checkbox"/> 401 (k) Plan |
| <input type="checkbox"/> Individual Disability Plan | |

Getting to Know the Business Owner

Additional Issues:

How did you happen to get into this business?

What makes your business unique?

How is your business going now?

Are there any family members that are not involved in the business?

Personal Planning:

When you retire, how do you plan to get money out of your business?

When do you plan to retire? What percent of your current income will you need when you retire? Could you retire today?

What are your plans for your business, for yourself and for your family?

When planning for your children, do you understand the difference between the concepts of "Fair" and "Equal"?

What will happen to your life insurance benefits when you retire?

Business Benefit Planning:

Do you have any key people who would be difficult to replace if they were to quit today?

Does your business have any debt that should be paid by insurance in the event of the death of a Key Officer?

Many companies spend 20-50% of their payroll on employee benefits. Do your employees appreciate the benefits that you are providing them?

Are you (and/or your key employees) finding that salary increases are less meaningful and effective because of the tax burden?

Have you thought about rewarding your key people with additional fringe benefits? Or creating programs that will encourage retention of your key people?

Would you be interested in a (non-qualified) deferred compensation plan in which most of the benefits are for you and your key people?

Would you be interested in investing dollars that would otherwise be paid in taxes to provide personal benefits for you and your family?

Does your Company have any problems with excess accumulations of retained earnings?

Census Information

Name	Age/ DOB	Sex	Smoking Status	Salary	% of Salary Increase	Incentive Compensation	Bonus Amount	Federal Tax Bracket	Citizenship
1									
2									
3									
4									
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25									



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