



CLIENT GUIDE TO THE ELECTRONIC FACT FINDER

Genesis Wealth Advisors uses a secure, encrypted electronic fact finder to maintain client financial information. The electronic fact finder benefits our clients in the following ways:

- a) Improved accuracy: the fact finder minimizes the risk of data entry errors.
- b) Lower time commitment: When you log in to update your facts, the fact finder will prepopulate with the information you saved at the end of your last session. You need only update what has changed.
- c) Better service: Accurate and up-to-date information about you helps us serve you better.

Our fact finder is at <https://prod.precisefp.com/PreciseFP/cq/index.html?id=4cda015539e1>

BEFORE YOU BEGIN – WHAT YOU NEED

We expect that it will take about 30 minutes to complete the fact finder, depending on the complexity of your situation. To minimize the amount of time you spend on it, we suggest you assemble the following information in advance:

- a) Recent financial statements from banks, brokerage firms, 401k, etc., showing what you own.
- b) Recent financial statements showing what you owe, for example credit card debt or a mortgage.
- c) An estimate of your Social Security retirement benefits. If you don't know what they are, you may be able to estimate them using this tool: <http://www.ssa.gov/estimator/>
- d) Knowledge of what estate planning documents you have completed, if any.
- e) Your insurance policies: life, health, disability, long-term care, auto, home and personal liability.
- f) Your monthly income and expenses. We don't ask for a precise accounting, but we do ask for the total inflows and outflows

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STEP BY STEP THROUGH THE FACT FINDER

The fact finder organizes your information under several different tabs. As you move through the tabs from left to right, please fill out the forms, **observing in particular our notes in red:**

Welcome: press start and answer whatever questions appear; then move to the next tab

Personal Details: complete the form; if you have a spouse or significant other complete the second tab as well.

Family Members: list your dependents on this tab.

Employment: list your employment related income. Provide all information **in today's dollars per month using your reasonable expectations for the future.** For example, if you received an unusual bonus that you don't expect to repeat in the future, don't include that bonus in your income. Similarly, **if you are between jobs and reasonably expect to be rehired, include your expected salary (and bonus, as the case may be).** Include your pension (if any) and social security benefits in today's dollars.

Estate Planning: list your most recent estate planning items, if any.

Insurance Details: list your insurance policies.

Assets: list your assets under each of the categories.

Liabilities: list your credit card and other debts.

Cash Flow: in filling this section out, understand how we use the data:

1. We focus on total income excluding income from your assets. Thus, if you enter "cash dividends" we disregard it in this section – but we do account for it later.
2. We focus on your total expenses. We disregard minutia ("Groceries" or "Gifts").

Income: **Include any source of income that is not associated with a specific asset that you will enter on the 'assets' tab.** For example, if you have a rental property that you will list as an asset, don't include the rental income from that property. On the other hand, if you have royalty income from a patent and the patent does not have a clear value, list the royalty income under this tab but exclude it from the assets tab.

Fixed Expenses: skip this section.

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A Wealth of Possibilities

Variable Expenses: we disregard your specific entries and focus on the total of all the entries.

Net Cash Flow (monthly): check to make sure that your discretionary income is accurate – excluding income from any assets you will disclose in the ‘assets’ tab. Adjust your variable expenses until your discretionary income is accurate.

Survey: Please complete all tabs. **Express financial goals in today’s dollars.**

End: press submit.

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