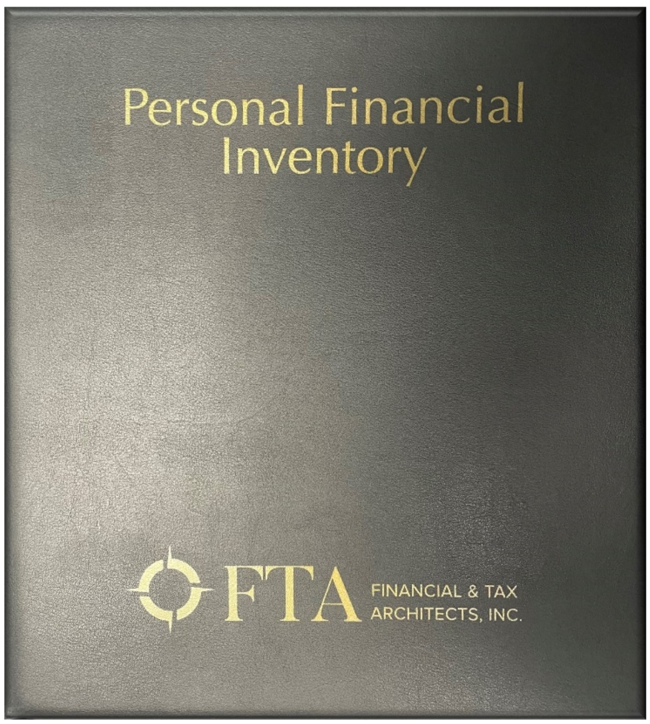
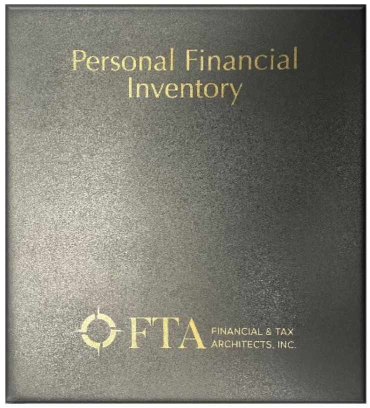
Preparing Personal Financial Inventory Binder



BHFM
Marketing | Sales | Coaching

1) Order the Binder and tabs for each section of the binder.

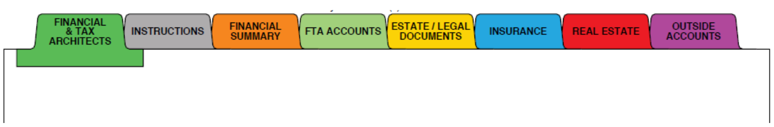


Binders

Mandy Allenbrandt
Account Manager
800.836.7237 x103
mallenbrandt@forbesproducts.com

FORBES CUSTOM PRODUCTS
http://www.forbesproducts.com/

Tabs for Binder



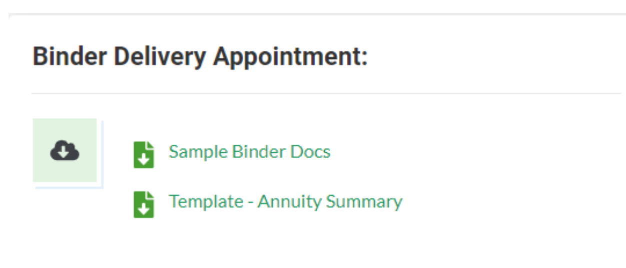
Andrew Leighton
Customer Service, Bindertek
413-256-3700 x111
info@bindertek.com

BINDERTEK

2) Located under Other Appointment Resource Center, download the following documents:

1. Sample Binder Docs 2021
2. Template - Annuity Summary 2021(if client has annuities)

www.bhfm-fmo.com/other-appointment



3) The Binder Deliver Docs is a fillable form. You will need to edit the PDF with your Company info.


Retirement Plan

The Example Family 's

Important Financial Documents

Investment advice offered through Financial & Tax Architects, Inc. (FTA). FTA is a Registered Investment Advisor.


FTA FINANCIAL & TAX ARCHITECTS, INC.

Wealth Management Professionals

John & Jane Example

Your Representative is:

Your Information

Advisors Name

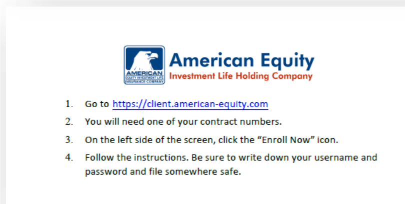
Your Company Information

123 Main St., Suite 0000
Saint Louis, MO 63131
T: 314.555.1234 • F: 314.555.5678
advisor@youremail.com
YourWebsite.com

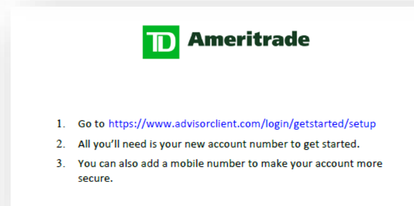
"Old World - New World - New Frontier"

Investment advice offered through Financial & Tax Architects, Inc. (FTA). FTA is a Registered Investment Advisor.

You should have a total of 15 pages (14 if the client doesn't have annuities). The pages consist of the following:


American Equity
Investment Life Holding Company

1. Go to https://client.american-equity.com
2. You will need one of your contract numbers.
3. On the left side of the screen, click the "Enroll Now" icon.
4. Follow the instructions. Be sure to write down your username and password and file somewhere safe.


TD Ameritrade

1. Go to https://www.advisorclient.com/login/getstarted/setup
2. All you'll need is your new account number to get started.
3. You can also add a mobile number to make your account more secure.

1. Cover Page
2. TD Ameritrade Online Account and Mobile App Setup Page
3. American Equity Online Account Setup Page
4. Advisor/Company Identification Page
5. Map to your Office
6. Estate and Legal Documents Page
7. 4 Insurance Pages
    a. Life
    b. Healthcare/Medicare Supplements
    c. Property, Casualty, Liability
    d. Long Term Care
8. Real Estate Documents Page
9. Accounts with your company page
10. Outside Accounts Page
11. Important Tax Documents Page
12. Other Family Documents Page

4) Next, enter the annuity information into the Annuity Summary

FINANCIAL & TAX ARCHITECTS, INC.

John & Jane Doe
Annuity Summary

11/29/2021

Owner Name / Account Number / Contract Number	Account Type	Account Product Type	Open Date	Initial Investment	Current Value / Benefit Base	Gain/Loss ($)
John - 1234567	FIA	IRA	11/04/21	$ 45,000.00	$ 48,150.00	$ 3,150.00
John - 1234568	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234569	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234570	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234571	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234572	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234573	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234574	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234575	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
John - 1234576	FIA	IRA	11/04/21	$ 100,000.00	$ 107,000.00	$ 7,000.00
Total				$ 945,000.00	$ 1,011,150.00	$ 66,150.00
Total cost of accounts						$945,000.00
Value of accounts						$1,011,150.00
Unrealized gain/loss $						$66,150.00

Notes:

Place the Annuity Summary in the binder under the Asset Summary tab.

5) The Black Diamond report and Annuity contracts for accounts with your company should be placed in the binder under the FTA Accounts (or your company name accounts) tab. If the client has a life insurance or long-term care policy with you, those should be placed in the appropriate section under the Insurance tab. If the client brought in real estate documents, legal documents (Trust, Wills, Power of Attorney, etc.), those should go under the Legal Docs tab.