PROACTIVE SERVICE MENU

Client Name

Date

A plan built around **you.**

Level Four partners with you by providing an understanding of what advice is available and then asking you what financial concerns or needs you have that you would like addressed. Our advice and financial planning is product and platform neutral, free of trojan horse sales tactics.

What keeps you up at night? How can we help you plan?

Let us help you determine your needs and clearly define the scope of each planning engagement so we can help address your goals and help you pursue financial freedom.

ORGANIZE & ANALYZE

- ☐ Personal Financial Website
- ☐ Important Documents Analysis
  - ☐ Upload to Secure Vault
  - ☐ Provide Secure Access
  - ☐ Employee Corporate Benefits
- ☐ Account Goals Report
- ☐ Cash Flow Analysis
  - ☐ Broad Work Sheet Report
  - ☐ Budget Accountability Partnership
- ☐ Emergency Reserve Analysis
- ☐ Ongoing Reporting
  - ☐ Historical Net Worth Statement
  - ☐ Balance Sheet
  - ☐ Asset Allocation
- ☐ Debt Strategy
  - ☐ Debt Squash Analysis
  - ☐ Leverage Analysis
  - ☐ Credit Report Analysis
- ☐ Tax Report Analysis
- ☐ Charitable Giving Report
- ☐ Maximizing Qualified Plans Report
- ☐ Tax Efficient Growth Design
- ☐ Tax Free Income Design
- ☐ CPA Coordination Report

INVESTMENT MANAGEMENT

- ☐ Investment Policy Statement
- ☐ Fee/Cost Assessment
- ☐ Volatility Stress Test
- ☐ Portfolio Assessment
- ☐ Fiduciary Investment Consult
  - ☐ Current 401k/457/403b
  - ☐ Previous 401k/457/403b
  - ☐ Assets Held Away
  - ☐ Real Estate
  - ☐ Non-Traditional Assets
  - ☐ Self-Directed Accounts
- ☐ Education – Funds vs. Single Securities
- ☐ Education – Portfolio Construction

RETIREMENT PLANNING

- ☐ Retirement Readiness Tool
- ☐ Retirement Income Projection
- ☐ Required Minimum Distribution Strategy
  - ☐ Education Report
  - ☐ Roth Conversion Strategy
  - ☐ Qualified Premium Analysis
- ☐ Mailbox Income Analysis
  - ☐ Dividend/Income Strategy
  - ☐ Rental Property Analysis
  - ☐ Pension Analysis
  - ☐ Social Security Analysis
  - ☐ Guaranteed Income Analysis
- ☐ Annuity Review

FAMILY NEEDS PLANNING

- ☐ Prenuptial Design/Analysis
- ☐ Blending Household Financial Analysis
- ☐ Educational Funding Analysis
  - ☐ 529's
  - ☐ UTMA/UGMA
  - ☐ FAFSA Prep
  - ☐ Scholarship Search
- ☐ Divorce Analysis
  - ☐ Preparation Strategy
  - ☐ Financial Reporting
  - ☐ Settlement Analysis
  - ☐ Child Support Analysis
  - ☐ Marital Support Analysis
- ☐ Eldercare Analysis
  - ☐ Aging in Place Report
  - ☐ Transitioning to Community Report
  - ☐ Professional Care Team Analysis
  - ☐ Family Communication Facilitation
  - ☐ Create Written Action Plan
- ☐ Special Needs Care
  - ☐ Family Attorney Coordination/ Report
  - ☐ Special Needs Trust Design/Analysis

PROACTIVE SERVICE MENU

LEVEL FOUR® Advisory Services
A DIVISION OF LEVEL FOUR GROUP, LLC

Few people randomly arrive where they want to be.

Let's discuss your plan that seeks to help you get where you want to go.

INSURANCE PLANNING

- ☐ Review Docs - Insurance
- ☐ Life Insurance Needs Analysis
- ☐ Life Insurance - Review Current
- ☐ Beneficiary Review
- ☐ Disability Income Needs Analysis
- ☐ Disability Income Analysis - Current
- ☐ Long-Term Care Needs Analysis
- ☐ Long-Term Care Analysis - Current
- ☐ Long-Term Care Analysis - Parents
- ☐ Health Insurance - Review Current
- ☐ Health Insurance Questionnaire
- ☐ Medicare/Medigap/Rx Drug Plan - Annual Review
- ☐ Vault Upload - Insurance Contracts
- ☐ ID Theft Protection
- ☐ Personal Home & Auto Review
- ☐ Renter's Insurance Review
- ☐ Commercial Property and Liability Review
- ☐ Umbrella/Excess Coverage Review
- ☐ Surety Bonds
- ☐ Team Meeting - Insurance Agent
- ☐ Annuity Review

BUSINESS PLANNING

- ☐ Business Valuation Analysis
- ☐ Written Exit Strategy
- ☐ Business Continuity Instructions
- ☐ Buy-Sell Agreement Analysis
- ☐ Key Employee Retention Strategy
- ☐ Retirement Plan
  - ☐ 401(k)/403b/DB Design
  - ☐ 401(k)/403b/DB Analysis
  - ☐ Investment Risk Analysis
  - ☐ Fiduciary Responsibility Analysis
- ☐ Risk Management Report
  - ☐ Property & Casualty
  - ☐ Cyber Security Risk Report
- ☐ Health Benefit Analysis
- ☐ Disability Benefit Analysis
- ☐ Tax Reduction Strategy
- ☐ Cash Flow Projection
- ☐ Build/Coordinate Business Advisory Team

ESTATE PLANNING

- ☐ Essential Documents Design/Analysis
- ☐ Wills
  - ☐ Medical Power of Attorney
  - ☐ Durable Power of Attorney
  - ☐ Advanced Directives
- ☐ Trust Design/Analysis
  - ☐ Donor Advised Funds
  - ☐ Charitable Trusts Report
  - ☐ Foundation Design
  - ☐ Spousal Trust Analysis
  - ☐ Family Limited Partnership Report
- ☐ Establish Secure Link for Authorized People
- ☐ Probate Flow Chart
- ☐ Estate Tax Projection Report
- ☐ Tax Efficient Inheritance Analysis
- ☐ Estate Equalization Design
- ☐ Legacy Discussions
  - ☐ Facilitate Heir Meeting
- ☐ Create Outline for Future Discussion