Shilanski & ASSOCIATES, INC.

Pre-Appointment Preparation Checklist

1 Household Profile

	Client A	# Second Client if Applicable
First and Last Name(s)		
Age		
Retirement Date		
Required Minimum Distribution Annual, Gross Amounts if age 70.5		
Finanical Planning Fee to SAAI And status of current billing		

2 Pre-Appointment Check List

- [ ] RM: Advise client(s) to provide Leave and Earnings Statement or Paystub if employed.
- [ ] RM: Check Docupace for last years taxes. If not on file, request from the client.
- [ ] RM: Check to ensure client contact information is up to date and accurate.
- [ ] RM: Prior meetings memo reviewed to ensure any outstanding homework on behalf of the client or SAAI is completed.
- [ ] RM: Check box.com for any shared information by the client prior to the meeting.
- [ ] RM: Government Issued Identification on file and current.
- [ ] RM: Check withaccounting to see if billingis up to date. If new credit card is needed, prepare to update. Complete the client profile on this sheet so Financial Planner is aware of billing status.
- [ ] Operations: ModestSpark Reports quality checked and compared to last appointments reports.

3 Household Profile

Open Action in Infinity with Date and Status.	Open Process Status - Per Operations Supervisor.

Notes that the Financial Planner Should Be Aware Of for the Meeting:	Status of Client Homework? This is homework that was assigned to the client to complete, at their last meeting(s).

Shilanski & Associates, Inc. 431 W. 7th Avenue, Suite 100, Anchorage Alaska 99501 (907) 278 - 1351