Client's First Year

FUNDAMENTAL WEALTH | HARBOURFRONT WEALTH MANAGEMENT

The Beginning

- ❑ **Provide all personal details & account statements**
  - •Driver's license
  - •Void OR Digital Cheque
  - •Account Features
- ❑ **Open relevant accounts**
  - •Taxable - Cash Accounts
  - • RRSPs
  - • TFSAs
  - •RRIF - LIF - PRIF
- ❑ **Transfer outside assets**
  - •Consolidate accounts
  - •Confirm cost basis transfers fully and accurately
  - •All accounts added to fee-based platform
  - •In-kind transfers to roll over investments without triggering tax
  - •RRIF Minimum payout strategy
- ❑ **Evaluate cash position/emergency funds**
- ❑ **Ensure cash flow continuity**
  - •Scheduled Income & Investing

Months 1-2

- ❑ **Craft Investment Proposal & Strategy**
  - • RRSP
  - • TFSA
  - •Taxable - Cash Account
  - •RRIF - LIF - PRIF
- ❑ **Tax Loss / Gain Harvesting**
- ❑ **Rebalance all accounts**
- ❑ **Create allocations for any retirement accounts**
- ❑ **Stock Option Strategy**
- ❑ **Restricted Stock**
- ❑ **Financial Planning Document Check**
  - •Insurance Policies
  - •Tax Returns (last 2 years)
  - •Estate Planning Documents
  - •Confirm Beneficiaries on all accounts
  - •CPA/Lawyer contact & authorization
- ❑ **Technology Orientation - myPortfolio+, My Account (CRA)**
- ❑ **Introductory call with CPA & Attorney to coordinate planning**

Months 3-4

Estate Planning Review & Changes

- ❑ **Last Will & Testament**
- ❑ **Inter-Vivos Trust**
- ❑ **Testamentary Trust**
- ❑ **Power of Attorney**
- ❑ **Advanced Health Care Directive**
- ❑ **Living Will**
- ❑ **Review beneficiary designations**

Client's First Year

Months 5-6

Insurance Review & Planning

- ❑ **Life Insurance**
  - •Term Policies
  - •Employer-sponsored coverage
  - •Universal Life
  - •Whole Life
- ❑ **Disability Insurance**
  - •Short Term
  - •Long Term
  - •Employer-sponsored coverage
- ❑ **Long-Term Care Insurance**
  - • Single
  - • Joint
  - •CPP Disability insurance review
- ❑ **Property / Health**
  - •Review individual & group policies
  - •Review adequate home & car coverage
- ❑ **Liability Insurance**
  - •Review coverage limits

Months 7-8

Tax Strategy Review & Planning

- ❑ **Review 2 year tax returns**
- ❑ **Manage income tax brackets**
- ❑ **Review for adequate tax withholding**
- ❑ **Review Tax deductions/credits/incentives**
  - •Spousal Income Splitting
  - •Charitable contributions
  - •Energy saving
  - • College
  - • Leverage
  - •Mortgage Interest
  - •Corporate accounts
  - •CPP splitting
  - •Spousal Loan
  - •Retirement plan contributions
  - •Employer plans
  - •Solo retirement plans
  - • RRSPs
- ❑ **Portfolio tax optimization**
  - •Asset location
  - •Mutual fund distributions
  - •Cash Management
- ❑ **TFSA Optimization**
- ❑ **Required minimum withdrawals**
  - •RRIF - LIF - PRIF
- ❑ **Annual gifts**
- ❑ **Lifetime estate planning**
- ❑ **Hold co personal income withdrawal review**
- ❑ **Hold co investment review**
- ❑ **CIRP - Corporate Insured Retirement Plan review**

Client's First Year

FUNDAMENTAL WEALTH
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Months 9-10

Holistic Financial Planning Review

- ❑ **College Planning**
  •Create projections and analysis related to optimal funding
  •Set up RESP plans if appropriate
- ❑ **Marriage/Divorce**
  •Review all accounts and property ownership/titling
  •Coordinate any new accounts and money transitions
  •Coordinate updates to beneficiary designations
  •Assist with pre/post - nuptial agreements
- ❑ **Mortgages**
  •New loan or refinancing
  •Help review provider rates
  •Facilitate all paperwork necessary
- ❑ **Document Retention**
  •Manage online documents
  •Estate documents

Months 11-12

Bringing it all together

- ❑ **Reviewing retirement income plan**
  •Optimize Government Benefits
  •Optimize cash flow plan - Bucketing
  •Retirement Income Guardrails
- ❑ **Revisit all assets, income, expenses and goals**
- ❑ **Develop strategic plan incorporating all elements of client's financial situation**
- ❑ **Charitable Giving Planning**
- ❑ **Best ways to gift**
- ❑ **Appreciated positions**
- ❑ **Maximizing gifts/ Minimizing taxes**

Fundamental Wealth Admin Team

You will be contacted by our support team.

Charlene Enns

Judie Buell

Christine Isbister

Carmen Cole