



Confidential Business Planning Profile

Prepared for: _____

Table of Contents

- General Business Information2-3
- Business Valuation Information.....4-5
- Business Continuation Planning.....6-8
- Key Employee Indemnification Planning9
- Selective Executive Benefit Planning... 10-12
- Owner/Key Employee Disability
Planning..... 13-14
- Business Loan Planning..... 15
- Employee Benefit Planning 16-20
- Employee Census..... 21
- Document Checklist..... 22
- Important Information 23

Provided by:

Date:

General Business Information

A. Name of Business:

Address: _____

Phone Number: _____ Fax Number: _____
E-Mail Address: _____

B. Business Organization

- Sole Proprietorship
- Partnership
- Corporation (State of: _____)
- S-Corporation (State of: _____)
- P-Corporation (State of: _____)
- Limited Liability Company (State of: _____)

Nature of Business: _____

Year Established: _____ Marginal Tax Bracket (Corporation): ____%

Fiscal Year End: _____ Cash Accrual

Number of Employees (including owners): Full-Time: ____ Part-Time: ____

1. Does this business own an interest in any other business? Yes No
2. Does any other business own an interest in this business? Yes No
3. Do owner(s) of this business own interest(s) in any other business? Yes No

Provide details of any **YES** answers: _____

General Business Information

C. Owners

Name	Title	Date of Birth	Sex	Ownership Interest	Annual Compensation	Personal Tax Bracket
1.		___/___/___	M F	___%	\$_____	___%
2.		___/___/___	M F	___%	\$_____	___%
3.		___/___/___	M F	___%	\$_____	___%
4.		___/___/___	M F	___%	\$_____	___%
5.		___/___/___	M F	___%	\$_____	___%

D. Officers/Key Employees (other than owners)

Name	Title	Date of Birth	Sex	Annual Compensation	Personal Tax Bracket
1.		___/___/___	M F	\$_____	___%
2.		___/___/___	M F	\$_____	___%
3.		___/___/___	M F	\$_____	___%
4.		___/___/___	M F	\$_____	___%
5.		___/___/___	M F	\$_____	___%

E. Professional Advisors

Attorney:

Firm Name: _____ Phone: _____

Address: _____

Accountant:

Firm Name: _____ Phone: _____

Address: _____

Banker:

Firm Name: _____ Phone: _____

Address: _____

P&C Agent:

Firm Name: _____ Phone: _____

Address: _____

Other:

Firm Name: _____ Phone: _____

Address: _____

Business Valuation Information

A. Book Value (as of ___/___/___)

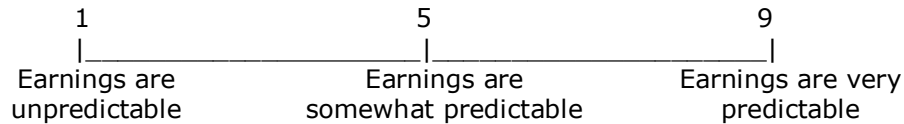
Total Assets (from Balance Sheet)	\$ _____
Total Assets Adjusted for Appreciation/Depreciation	\$ _____
Total Liabilities (from Balance Sheet)	\$ _____

B. Earnings History

Year	_____	_____	_____	_____	_____
Gross Earnings Before Taxes	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Gross Sales	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
After-Tax Net Profits	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

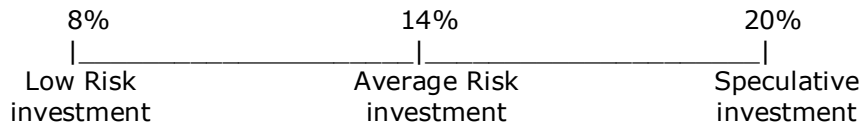
C. Predictability of Earnings: _____ (1 - 9)

What is the risk that past business earnings will not continue in the future?



D. Expected Return: _____% (8% - 20%)

What rate of return could an investor reasonably expect to receive on capital invested in this business?



Business Continuation Planning

A. Business Continuation Planning Objective

- In the event of your death, do you want your business interest:
- Retained for Family (Section B)
 - Sold (Section C)
 - Liquidated (Section D)

B. Objective: Retain the Business for Family

1. For whom do you want the business interest retained?

Name	Age	Relationship	Current Position	Ownership Interest
				%
				%
				%
				%
				%

2. How do you want your business interest transferred?

- by will (at death)
- by gift (during life)
- by sale (during life or at death)

Funding? _____

3. Will your estate have sufficient liquid assets to pay your estate settlement bill? _____
4. What percentage of your estate is represented by your business interest?
_____ %
5. Is there a need to provide additional working capital during the transition period? _____
6. What plans do you have to continue an income to surviving dependents not active in the business?

7. Is there a need to equalize inheritances among surviving family members? _____

Business Continuation Planning

C. Objective: Sell the Business

1. To whom will your business interest be sold?

Name	Age	Relationship	Currently Active? (Y or N)	% of your business interest
			Y N	%
			Y N	%
			Y N	%
			Y N	%
			Y N	%

2. Do you have a written Buy-Sell Plan? _____

3. If **YES**:

- a. What type is it? Cross Purchase Entity Purchase
- b. When was it implemented? _____ Last reviewed? _____
- c. How will the plan work in the event of:
 Death _____
 Disability _____
 Retirement _____
- d. How is the purchase price determined? _____

- e. Is your Buy-Sell Plan funded? _____
 If so, how? _____

 If not, where will the funds come from to complete the purchase?

- f. Does your plan still adequately reflect the needs of your business and its owner(s)? _____

Business Continuation Planning

D. Objective: Liquidate the Business

1. What do you think the liquidation value of your business would be today? \$ _____
2. How does this liquidation value compare to the value of your business as a going concern? _____
3. Will your estate have sufficient liquid assets to pay your estate settlement bill? _____
4. What plans have you made to continue an income to yourself or your family in the event of your disability or death? _____

E. Additional Business Continuation Planning Information

Key Employee Indemnification Planning

A. Identification of Key Employees

1. Does the business have any key employees, including owner(s), whose death would have an adverse financial impact on the business?
 Yes No

B. Key Employee Valuation Factors

Name of Key Employee	Total Annual Salary	Annual Salary Attributed to Routine Duties	(1)	(2)	(3)	Amount of existing key employee insurance
	\$	\$		%		\$
	\$	\$		%		\$
	\$	\$		%		\$
	\$	\$		%		\$
	\$	\$		%		\$

- (1) Capitalization factor:** Indicate the capitalization factor or multiplier from 2 to 10 that reflects the importance of the key employee's contribution to the success of the business (the more critical the key employee's contribution, the higher the factor should be).
- (2) Contribution percentage:** How much of the success of the business can be attributed to the skills of the key employee?
- (3) Years to replace:** How many years will it take to replace the key employee's unique contributions to management success?

C. Additional Key Employee Indemnification Planning Information:

Selective Executive Benefit Planning

A. Selective Executive Benefit Plan Survey

1. What selective executive benefits does the business currently provide?

Type of Plan	Yes		No	
	No. of Executives Covered	Insured? (Y or N)	Of Interest? (Y or N)	
Split Dollar	_____	Y N	Y	N
Executive Bonus	_____	Y N	Y	N
Deferred Compensation	_____	Y N	Y	N
Group Carve-Out	_____	Y N	Y	N
Death Benefit Only	_____	Y N	Y	N
Directors' Deferral Plan	_____	Y N	Y	N
Other: _____	_____	Y N	Y	N

B. Split Dollar Plan

1. How are owners/key executives currently paying for personal life insurance?
 - After-Tax Personal Dollars
 - Corporate Dollars
2. Would the owners be interested in learning about how corporate dollars can be used to pay personal life insurance premiums?
 - Yes
 - No
3. Notes: _____

C. Executive Bonus Plan

1. Does the business have key executives it would be interested in rewarding with a selective executive benefit that is tax deductible?
 - Yes
 - No
2. Notes: _____

Selective Executive Benefit Planning

D. Deferred Compensation Plan

1. Does the business currently have a non-qualified deferred compensation plan?

Yes No

2. If **YES**:

Retirement Benefit Formula: _____

Pre-Retirement Death Benefit?: _____ Amount: _____

Pre-Retirement Disability Benefit?: _____ Amount: _____

Are benefits provided by executive salary deferrals?: Yes No

Date Installed: _____ Last Reviewed: _____

3. If **NO**, would the business be interested in a plan that can provide benefits to selected key employees on a discriminatory basis?

a. Benefits to Provide:

Retirement Benefits Formula: _____

Pre-Retirement Death Benefits Formula: _____

Pre-Retirement Disability Benefits Formula: _____

b. Benefits to Be Provided by:

Executive Salary Deferrals

In Addition to Regular Compensation

4. Notes: _____

Selective Executive Benefit Planning

E. Directors' Deferral Plan

1. Does the business currently have a plan that defers taxation of directors' fees?

Yes No

2. If **YES**:

Benefit Formula: _____

Date Installed: _____ Last Reviewed: _____

3. If **NO**, would the business be interested in a plan that defers taxation of directors' fees?

Benefit Formula: _____

4. Notes: _____

F. Other Executive Benefit Plans

Describe: _____

Owner/Key Employee Disability Planning

A. Disability Planning Survey

1. What plans has the business implemented to provide for the disability of an owner or key employee?

Type of Plan	Yes		No	
	No. of Owners/ Key Employees Covered	Insured? (Y or N)	Of Interest? (Y or N)	
Salary Continuation	_____	Y N	Y	N
Business Overhead Expense	_____	Y N	Y	N
Other: _____	_____	Y N	Y	N

B. Salary Continuation Plan

1. Does the business currently have an insured salary continuation plan?

Yes No

2. If **YES**:

Disability Benefit Formula: _____

Waiting Period: _____

Benefit Period: _____

Annual Premiums: _____

Date Installed: _____ Last Reviewed: _____

3. If **NO**, would the business be interested in a plan that continues the income of a disabled owner or key employee?

Disability Benefit Formula: _____

Waiting Period: _____

Benefit Period: _____

4. Notes: _____

Owner/Key Employee Disability Planning

C. Business Overhead Expense Plan

1. Does the business currently have an insured business overhead expense plan?

Yes No

2. If **YES**:

Monthly Benefit Amount: _____

Waiting Period: _____

Benefit Period: _____

Annual Premium: _____

Date Installed: _____ Last Reviewed: _____

3. If **NO**, would the business be interested in a plan that uses tax-deductible business dollars to insure that continuing business overhead expenses will be paid during an owner's shorter-term disability?

Approximate Monthly Business Overhead Expenses: \$_____

4. Notes: _____

Business Loan Planning

A. Business Loan Guarantees

1. In order for the business to obtain a loan or line of credit, do owners have to personally co-sign?
 Yes No

B. Outstanding Business Loans

1. Does the business currently have any outstanding business loans?
Amount: \$ _____ Financial Institution: _____
Amount: \$ _____ Financial Institution: _____
Amount: \$ _____ Financial Institution: _____
Amount: \$ _____ Financial Institution: _____
2. Is there a plan in place to guarantee repayment of any outstanding business loans in the event of an owner's death?
 Yes No
3. Notes: _____

Employee Benefit Planning

A. Employee Benefit Plan Survey

1. What employee benefits does the business currently provide?

Type of Plan	Yes	No
Group Life		
Group Health		
Group Dental		
Group Disability		
Pension/Profit-Sharing Plan		
401(k) Plan		
SEP Plan		
Cafeteria Plan		
Payroll Deduction Plan		

2. Ideally, which of these employee benefit plan features are most important to the owners? (check all that apply)

- Tax Deductibility
- Reducing Employee Turnover
- Rewarding Key Employees
- Employee Satisfaction/Appreciation
- Employee Financial Security
- Retirement Benefits
- Pre-Retirement Death Benefits
- Disability Benefits
- Low Cost
- Other: _____

Employee Benefit Planning

C. Qualified Plans

1. Does the business currently have a tax-qualified retirement plan(s)?
 Yes No

2. If **YES**:

- a. What type(s) of qualified retirement plan(s) does the business currently have?

- | | |
|---|---|
| <input type="checkbox"/> Pension Plan: | <input type="checkbox"/> Defined Benefit |
| | <input type="checkbox"/> Defined Contribution |
| | <input type="checkbox"/> Target Benefit |
| <input type="checkbox"/> Profit-Sharing Plan: | <input type="checkbox"/> Profit Sharing |
| | <input type="checkbox"/> 401(k) |
| | <input type="checkbox"/> SEP |
| | <input type="checkbox"/> SIMPLE |
| | <input type="checkbox"/> Cafeteria |

- b. Is the business satisfied with current plan benefits, investment returns and service?

- Yes No

- c. Date Installed: _____ Last Reviewed: _____

- d. Notes: _____

Employee Benefit Planning

C. Qualified Plans (continued)

3. If **NO**:

a. Would the business be interested in learning more about a qualified retirement plan?

- Yes No

b. Ideally, what do the owners feel that a qualified retirement plan should provide? (check all that apply)

- Retirement income for all employees
- Retirement income for key employees
- Current tax deductions
- Assistance in hiring and retaining quality employees
- Life insurance benefits
- Shared employer/employee contributions
- Contribution flexibility
- Savings incentives
- Other: _____

c. If these objectives can be accomplished, how much does the business think is reasonable to contribute annually on a tax-deductible basis to a qualified retirement plan?

\$_____ per year or _____ % of payroll

d. Notes: _____

Employee Census

Name	Sex	Smoker? (Y or N)	Date of Birth	Date of Hire	Annual Compen- sation	Home Zip Code	Key Employee? (Y or N)
1.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
2.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
3.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
4.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
5.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
6.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
7.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
8.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
9.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
10.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
11.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
12.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
13.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
14.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
15.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
16.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
17.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
18.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
19.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N
20.	M F	Y N	__/__/__	__/__/__	\$ _____	_____	Y N

Document Checklist

Financial Information

Business Tax Returns (prior five years)	<input type="checkbox"/>
Financial Statements (balance sheet, P&L statement, etc. for prior five years)	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Business Continuation Planning

Buy-Sell Agreement	<input type="checkbox"/>
Section 303 Stock Redemption Agreement	<input type="checkbox"/>
Previous Business Valuation/Appraisal	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Business Life and Disability Insurance

Business Life and Disability Insurance Policies (including current billing, loan and dividend information) for Policy Number(s): _____ _____	<input type="checkbox"/>
Selective Executive Plan Agreement(s)	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Employee Benefits

Employee Benefit Plan Booklet(s)	<input type="checkbox"/>
Group Plan Documents	<input type="checkbox"/>
Pension/Profit-Sharing Plan Documents	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Received by: _____ Date: _____

Important Information

This fact finder serves to help identify your financial needs and priorities and may be used in developing proposed solutions consistent with your needs and objectives. In completing this fact finder, you are entrusting our organization with certain personal and confidential financial data. We recognize that our relationship with you is based on trust and we hold ourselves to the highest standards in the safekeeping and use of your confidential information.

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