**Fact-Finding Meeting Confirmation Letter – Option 2**

**Client Onboarding STEP 7**

This option is best used with clients who are “A” level clients and will receive a comprehensive Personal Financial Organizer.

[Date]

[Name]

[Address]

[City, Province]  
[Postal Code]

Dear [Title Name],

I enjoyed meeting you the other day and I look forward to beginning the Financial Planning process with you.

I wish to confirm our next appointment:

Meeting with: [Financial Planner]

Date:

Time:

Address:

At this appointment, we will complete a Personal Financial Profile. This profile will summarize your current financial situation, and will allow us to decide which financial solutions will help you to achieve your goals. So that we can proceed effectively, please bring to our meeting the documents referenced on the attached checklist.

If you have any questions or need to contact me prior to your appointment, I can be reached at [Your Contact Number].

I look forward to our next meeting.

Sincerely,

[Name]

[Title]

[Credit Union]

Encl./

**Documents to Bring to Our Next Meeting**

To complete your Personal Financial Profile, it is essential that you bring the following relevant and current documents to our next meeting:

**Names, Address, Birth Date and Social Insurance Number**

* Children
* Dependents

**Daily Living**

* Statements for your regular Saving Accounts
* Bank Checking Account Statements and Check Book
* Mortgage Statements
* Statement of Personal Loan and/or Line of Credit
* Credit Card Statements

**Tax Strategy**

* Tax Returns from the previous 2 years
* All Property Tax Receipts
* Information on Holding Companies or Limited Partnerships

**To & Through Retirement**

* Retirement Pension Plan Statements (private and public pensions)
* Statements from your Registered Retirement Accounts (RRSPs and RRIFs)
* Statements from Non-Registered Retirement Investments
* CPP and/or OAS Benefits Statement

**Goal Planning**

* Brokerage Account Statement
* Mutual fund Statement
* Statement from Trust Companies
* Bank Statements pertaining to investments
* Stock Certificates and/or Bond Certificates
* Annuity Contract Statements
* Other (specify):

**Family Security**

* Health Insurance Policy
* Life Insurance Policy
* Disability Insurance Policy
* Extended Care or Critical Illness Insurance Policy
* Other (specify):

**Caring for Others**

* Statements from your RESP Plan (Educational Savings Plan)
* Registered Disability Savings Plan (RDSP)
* Other (specify):

**Leaving Your Legacy**

* Principal Residence Ownership
* A current copy of your Will
* A current copy of your Power of Attorney
* A current copy of your Enduring Power of Attorney
* Trust information
* Deeds to all Property

**Business Planning & Protection**

* Buy-Sell Agreements
* Life Insurance Policy
* Other (specify):

**Special Situations**

If there are any other unique or special situations we need to be aware of, please bring along any documentation related to them.

**Key Contact**

Names, Address and Telephone Number

* Accountant
* Tax Specialist
* Lawyer
* Insurance Advisor
* Securities Broker