

# DISCOVERY WORKBOOK

Prepared	! for:
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### **PREFACE**

The Discovery Workbook is designed to help us define and prioritize your goals, establish your investment time horizon and to understand your ability to accept risk and loss.

The information developed from the Discovery

Workbook will be carefully analyzed and will establish the foundation for your investment program. Clearly defined guidelines and investment objectives will be outlined in our Proposal and Investment Policy Statement. The time spent completing the Discovery Workbook will contribute significantly to the formal establishment of our relationship.

Experience has shown that to successfully customize an investment strategy, it is essential for us to learn about your investment experience and circumstances. The Discovery Workbook is designed to help us define and

prioritize your goals, establish your investment time horizon and to understand your ability to accept risk and loss.

We ask that you complete the Financial Profile and Investor Information sections as completely as possible and that you give careful consideration to each of your responses to the ten questions appearing in the Investment Objectives and Risk Tolerance section. Your answers to these questions will provide us with insight into your prior investment experience and will enable us to more closely align our recommendations with your goals and preferences.

## TELL US ABOUT YOURSELF

1. What about your current circumstance is motivating you to seek advice and counsel?						
2. What is important about money to you? Why?						
3. What are your primary financial goals and objectives?						
4. Where would you like to be five years from now?						
5. What areas would you most like to improve upon?						
ADDITIONAL CONCERNS OR COMMENTS:						

Part II

## INVESTMENT OBJECTIVES AND RISK TOLERANCE

1.	Which of the following best describes your primary financial goal for this investment?
	a. My goal is preserving the real (inflation protected) value of my investment; I am not concerned with out-performing the market.
	☐ b. My goal is generating current income; I am not concerned with growing the value of my investment.
	c. My goal is a combination of generating current income and growing the value of my investment.
	d. My goal is growing the value of my investment, and I am willing to tolerate losses in some years.
2.	What is the time horizon for your investment?
	a. 1-3 years: these investments need to remain very liquid.
	☐ b. 3-5 years: I can only tolerate a small amount of volatility.
	c. 5-10 years: I can tolerate a moderate amount of volatility.
	d. Over 10 years: these assets are invested for the long-term and can tolerate short-term fluctuations in value.
3.	The assets considered for investment are what percentage of your total investable assets?
	□ a. More than 75% □ b. 50%-75% □ c. 25%-50% □ d. Less than 25%
4.	Please choose the phrase that best describes the degree to which you will rely on these assets.
	a. These investments are critical to my current and future financial well-being; I have few other assets or sources of current and future income.
	■ b. While these assets are a significant portion of my wealth; I have other assets and additional sources of current and future income.
	c. While these investments are an important portion of my wealth; I have considerable additional assets and other significant sources of current and future income.
	d. This investment is fairly small in relation to my overall wealth and my other sources of current and future income.
5.	How likely is it you will need to withdraw a significant portion of these assets prior to your planned time horizon to pay for home, education or some other purpose?
	a. There is little to no chance.  b. It is possible, but not likely.
	c. There is a strong chance. d. I will definitely be withdrawing assets.
6.	If you do expect to withdraw a significant portion of your account, when is it likely to be?
	a. Not applicable b. Within 5 years c. Within 5 - 10 years d. More than 10 years from now

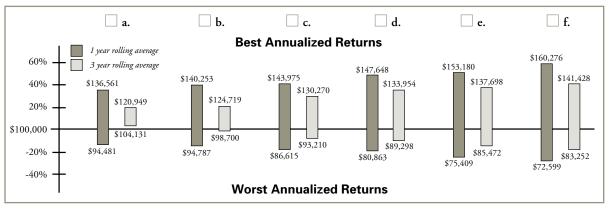
7. Assume your investment time horizon is more than ten years. During the second year of investment, your portfolio declines to less than its initial value. Where would you place your reaction along the following scale?

□ a. □ b. □ c. □ d. □ e. □ f.

I never want to see the value of my investments decline.

I would be disappointed by this kind of loss, but I need a balanced, diversified portfolio to reach my long-term goals. I don't pay any attention to short-term fluctuations in market value because I am investing for growth and I will not need my money until the end of my investment time horizon.

8. Illustrated below is the range of annualized returns from best to worst for both 1 year and 3 year periods, from January 1979 through May 2008, for six hypothetical portfolios in which \$100,000 was invested. Considering the range of returns and the downside risk associated with each portfolio, which portfolio do you feel would be the most appropriate for you?



<sup>&</sup>lt;sup>1</sup>The returns are rolling 12 month and 36 month averages from January 1, 1979 through May 31, 2008 for six hypothetical multi-asset class portfolios along the risk-return spectrum ranging from conservative to aggressive. These returns do not reflect the performance of actual investment accounts, and are presented for illustrative purposes only. Past performance is not indicative of future results.

- 9. If you made a long-term investment of \$100,000, how much of a loss in a single year would you withstand before selling?
  - a. 5%, or \$5,000 on a \$100,000 investment.
- b. 10%, or \$10,000 on a \$100,000 investment.
- c. 20%, or \$20,000 on a \$100,000 investment.
- d. I would not sell my investments based on a single year loss.
- 10. Suppose that, over a two to three year period, your portfolio has lost value. What action would you take?
  - a. Transfer my investments to another investment manager of similar strategy that I believe is more skilled.
  - b. Move my investments to a more conservative portfolio to avoid losing more money.
  - c. Maintain my present disciplined, long-term strategy.
  - d. Develop a more aggressive strategy to recover my losses.



## FINANCIAL PROFILE

INCOME
Current annual income (including bonuses, commissions, dividends, interest, rental income, small business, etc.) \$
Does your income fluctuate on an annual basis (due to commissions, bonuses, etc.)?
Yes If yes, by what amount? \$ No
Do you expect your annual income to change in the next five years beyond a normal cost of living adjustment?
☐ Yes If yes, by what amount? \$ ☐ No
SAVINGS
Outside your company retirement/savings plan, how much did you save last year after taxes? \$
Do you expect to save a similar amount each year for the next few years? If no, how much do you expect to save each year?  Yes No Amount expected? \$
TAX INFORMATION
What is your current marginal federal tax rate? $\Box$ 10% $\Box$ 15% $\Box$ 25% $\Box$ 28% $\Box$ 33% $\Box$ 35%
To what state do you pay income tax?
What is your current marginal state tax rate?%

#### **ASSETS**

Category (Self, Spouse, etc.)		(When categorizing your Investment Experience refer to legend below)		Investment Experience		
Retirement Plans	\$	\$	\$	E	S	N
Savings, CD, MM	\$	\$	\$	E	S	N
Corp/ Bonds	\$	\$	\$	E	S	N
Municipal Bonds	\$	\$	\$	E	S	N
U.S. Stocks	\$	\$	\$	E	S	N
International Stocks	\$	\$	\$	E	S	N
Mutual Funds						
U.S. Stocks	\$	<b>\$</b>	\$	E	S	N
U.S. Bonds	\$	<b>\$</b>	\$	E	S	N
International Stocks	\$	<b>\$</b>	\$	E	S	N
Other	\$	<b>\$</b>	\$	E	S	N
Investment Real Estate	\$	\$	<b>\$</b>	E	S	N
Other Investments	\$	<b>\$</b>	<b>\$</b>	E	S	N
LIABILITIES						
Mortgage	\$	<b></b> \$	\$			
Credit Cards	\$	<b>\$</b>	<b></b> \$			
Auto Loans	\$	\$	<b>\$</b>			
Personal Business Loan	\$	<b>\$</b>	\$			
Other	\$	<b>\$</b>	<b>\$</b>			

#### Legend

E = Extensive

S = Some

N = None



### INVESTOR/TRUSTEE INFORMATION

Name			
Date of Birth	Social Security Nu	ımber	
Mailing Address			
City		State	Zip
Home Address (required if different from	mailing address or if mailing address is a post office box)	Home Phone	
City		State	Zip
Email Address		Country of L	egal Residence
Where would you like us to send	your mail?  Home Business .	Alternate (pl	ease provide below)
Alternate Address			
City		State	Zip
Tax ID# (Trust Accounts):			
Type: Drivers License  Name on Unexpired Government ID	Passport Other Government Is	State/Province	e of Issue
Date of Issue	Date of Expiration	Unexpired Go	overnment ID Number
EMPLOYMENT INFORMA	ATION		
Employed Self-Emplo	oyed Unemployed Homemaker	Retired	Retirement Age:
Employer	Years with Employer	Business Pho	ne
Business Address		Occupation	
City		State	Zip
Specify any publicly traded compa	any of which you are director, 10% shareholde	er or policy-n	naking officer:
Specify any securities firm with w	hich you are affiliated:		

#### BENEFICIARY INFORMATION (IRA Accounts Only)

1 Name			Select one:	Primary Contin	ngent
Gender: M F Social Security Number			Relationship	Percentage	······
Mailing Address					
City			State	Zip	······································
2Name			Select one:	Primary Contin	ngent
Gender: M M	F Date of Birth	Social Security Number	Relationship	Percentage	
Mailing Address					
City			State	Zip	
3 Name			Select one:	Primary Contin	ngent
Gender: M M	F Date of Birth	Social Security Number	Relationship	Percentage	
Mailing Address					
City			State	Zip	•••••••••••••••••••••••••••••••••••••••
DEPENDENTS					
1. Name				Age	
2 Name				Age	
3 Name				Age	
OTHER FINANC	CIAL ADVISORS				
Accountant Name			Phone		
Mailing Address					
City			State	Zip	······································
Attorney Name			Phone		
Mailing Address					
City			State	Zip	



# JOINT ACCOUNT/TRUSTEE INFORMATION

(if applicable)

Name			
Date of Birth Social Security Nu	mber		
Mailing Address			
City	State	Zip	
Home Address (required if different from mailing address or if mailing address is a post office box)	Home Phone		
City	State	Zip	
Email Address	Country of Le	egal Residence	
Tax ID# (Trust Accounts):			
JOINT ACCOUNT UNEXPIRED GOVERNMENT ID INFORMA	TION		
Type: Drivers License Passport Other Government Iss	sued ID		
Name on Unexpired Government ID	State/Province	e of Issue	
Date of Issue Date of Expiration	Unexpired Government ID Number		
JOINT ACCOUNT EMPLOYMENT INFORMATION			
Employed Self-Employed Unemployed Homemaker	Retired	Retirement Age:	
Employer Years with Employer	Business Phon	ne	
Business Address	Occupation		
City	State	Zip	
Specify any publicly traded company of which you are director, 10% shareholde	r or policy-m	naking officer:	
-			



Do you know of anyone who would also benefit from our ser	vices?	
1,		
Name	Phone	
2		
Name	Phone	
INVESTOR/TRUSTEE SIGNATURES		
Signature	Date	
C	_	
Signature	Date	

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