

# Financial Planning *Process*

| At Kaplan Financial Group, LLC we are dedicated to working with our clients to help them reach their financial goals.

The financial planning process takes a comprehensive “snapshot” of the client’s current financial “health and well-being” and assists us to help the client develop their financial roadmap. A typical financial planning process is outlined as follows:

- Initial consultation is scheduled.
- Client collects necessary documents and information (list enclosed).
- Initial consultation and fact find meeting with client and advisor, where the following will take place:
  - The advisor and the client will mutually define the scope of the engagement before any financial planning service is provided.
  - The advisor and the client will mutually define the client’s personal and financial goals, needs and priorities that are relevant to the scope of the engagement before any recommendation is made and/or implemented.
- Financial planning analysis is completed.
  - The advisor will analyze all of the information provided. Through this process, the advisor will gain an understanding of the client’s financial situation and then evaluate to what extent the client’s goals, needs, and priorities can be met by the client’s resources and current course of action.
  - The advisor will consider sufficient and relevant alternatives to the client’s current course of action in an effort to reasonably meet the client’s goals, needs and priorities.
- Financial plan presentation meeting is scheduled.
- Financial plan analysis is presented to client along with recommendations.
- (Optional) Implementation of recommendations.
  - The advisor and the client will mutually agree on the implementation responsibilities consistent with the scope of the engagement.
  - The advisor will select appropriate products and services that are consistent with the client’s goals, needs and priorities.
- The advisor and the client will mutually define monitoring responsibilities.

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