



If the prospect is ready to become a client, or at least is still interested enough to provide you the information to develop an initial financial plan and identify accounts to open, then you should prepare the necessary paperwork to move the prospect to a client. The required paperwork for most accounts is two-fold. The prospect will have to sign the required Beacon Wealth paperwork as well as the Charles Schwab forms required to open the appropriate accounts

Paperwork Preparation:

- ✓ Required paperwork can appear daunting when first working with the various forms and agreements needed to onboard a new client and open accounts at Schwab. The Paperwork for Business matrix is a simple summary of the paperwork needed for different types of accounts. The matrix has documents and forms listed down the left side and the majority of account types listed across the top. An “X” is placed in the row and column so that it corresponds to the required or recommended document for the type of account indicated. The matrix can be found on the Advisor Portal or by clicking here:

[Paperwork for Business Matrix](#)

- ✓ Beacon Wealth has three basic documents for client on-boarding and one for account maintenance and updates.
 - [Confidential Questionnaire](#) – this is the first document that a prospect should complete. It is a collection tool for gathering information for a complete picture of a prospect’s financial situation.
 - [Risk Tolerance and IPS](#) – this document establishes the new client’s initial risk tolerance and establishes the initial Investment Policy Statement for the client. The same form can be used throughout the management of the client’s accounts if risk tolerance, or investment objectives may change. To keep things well explained, a separate Risk Tolerance and IPS is required for accounts when the client desires different risk tolerances for the accounts. This document IS NOT needed for UMA accounts since the Envestnet Statement of Investment Selection serves the same purpose.
 - [Advisory Agreement with Fee Schedule](#) – this is the base document for all investment management clients. The document is the legal agreement between Beacon Wealth and the client for managing the investments listed in in Schedule A. The listed accounts should match the accounts listed on all the Risk Tolerance and IPS documents for the client. Schedule A also establishes the fee schedule for the client. The fee schedule is our current standard fee schedule.
 - [Advisory Agreement Amendment](#) – This document is used to update a client’s advisory agreement as needed. It is used throughout the management of the client’s investments.

Multiple amendments can be used for a client, but if the amendments become confusing or overwhelming, create a new advisory agreement with the client that would supersede all previous agreements.

- Other Beacon Wealth documents and forms
 - [Non-Discretionary Advisory Agreement](#) – this agreement is used for client’s whose assets are not under our direct management. An example of this is where the client pays a set fee for advice on managing a 401(k) account, pension plan or personal held accounts. Beacon Wealth would not have access to account information nor would we execute any trades for the client. Beacon Wealth would be providing only advice and recommendations for the client to execute on their own discretion.
 - [Legacy Coaching Amendment](#) – Beacon Wealth offers several services designed to help clients not only generate wealth but to enjoy it, share it and pass it on to family members through responsible management. The Legacy Coaching program is the top-tier program for this type of service. The Investment Advisory Agreement is still the base document for this, and the Legacy Coaching Amendment establishes the price and services for the client.
 - Privacy Policy Notice and Business Continuity Plan Disclosure – these two forms are the last two pages of the Investment Advisory Agreement and the Non-Discretionary Investment Advisory Agreement. These will be given to the client before or on the day the advisory agreement is signed.
 - [New Jersey Investor Protection Information Form](#) – though not a Beacon form, this form is required to be given to all clients who are residents of New Jersey. It is an information only form.

- ✓ There are many Charles Schwab forms for the numerous accounts that can be opened with Schwab. The Paperwork for Business matrix lists the most important ones. Schwab periodically and without warning updates these forms. To insure you are using the most current version, log in to the Schwab Advisor View web site and download them as needed.

[Schwab Advisor View Web Site](#)

- ✓ For all other accounts contact the Home Office for assistance in identifying and completing the required documents.

- ✓ If you have any questions or need help on any paperwork, contact the Home Office at (540) 345 – 3891.