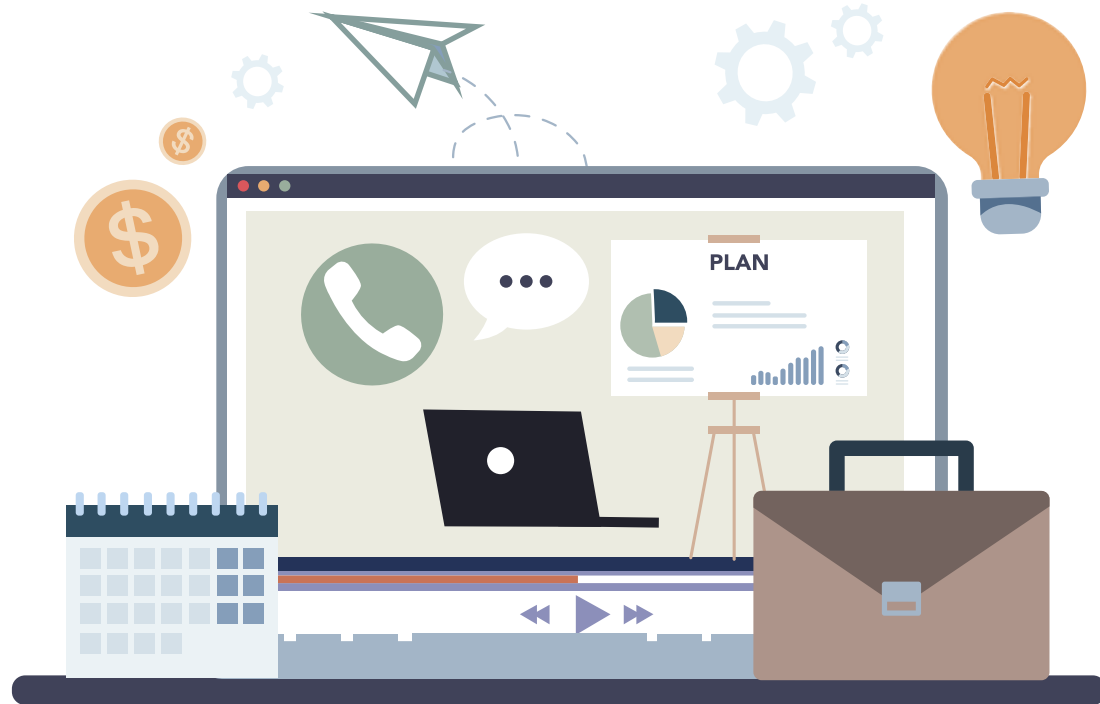


PLAN*Well*TM

WorkBook





Document Checklist

Providing the following documents will assist your Baystate Financial Team in developing a unique, top-line, client experience developing comprehensive financial strategies and solutions.

Current Retirement Account Statement

Prior Retirement Account Statement(s)

IRA(s) and/or Investment Account(s)

Most Recent Pay Stub

Life and Disability Insurance Summary (amounts, types, duration, cost)

Social Security Statement (www.ssa.gov/myaccount)

Pension Projections

Auto / Home / Liability Insurance Declaration Pages

Mortgage Statement

Statements of College Funding Accounts

This Workbook Belongs To:

Name:

Employer:

Occupation:

Email Address:

Cell Phone:

Spouse Name:

Employer:

Occupation:

Email Address:

Cell Phone:

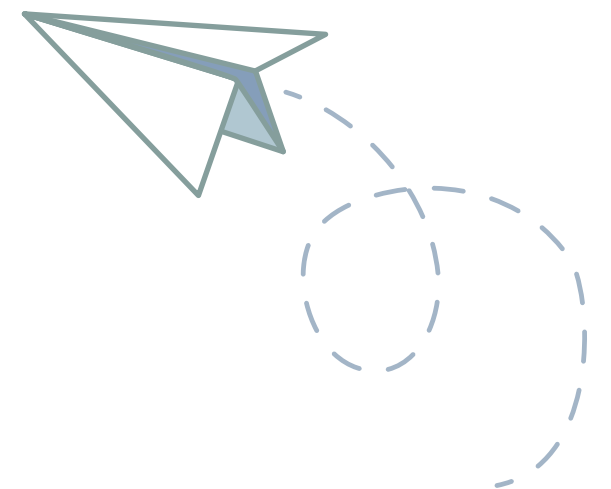


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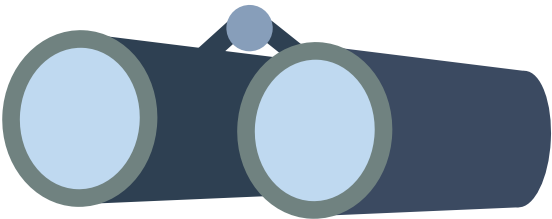
SAVE*Well*

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**Gain a better understanding of your current
spending and set goals for a successful retirement**

Notes

What Does Your Retirement Look Like?



Who | What | When | Where | How

If you had sufficient resources to live your retirement without worry...
What would daily life look like?

Where would you settle down? Would you have multiple residences?

Would you travel more? Where would you go? How often?

Do you have a wish to leave a legacy or be remembered in a certain way?

When would you like to retire?	You	Spouse
How long are you willing to work?	You	Spouse

What if you were to fall short of the goal? What would be your preferred action?
(Number 1-4, 1 = highest priority)

Increase Savings	Reduce the Goal
Delay the Goal	Change Investments

In the event of a market downturn in retirement years, what portion of your income would you like to have a guaranteed as to avoid drawing down on your assets in a volatile market? Two rules of thumb are to have basic fixed expenses covered or between 50%-75% of living expenses covered.

% OR \$

Monthly Expenses

	Current Expenses	Retirement Expenses
Auto & Transport		
Auto Payment		
Auto Registration		
Auto Service		
Gas & Fuel		
Public Transport		
Bills & Utilities		
Energy, Gas & Electric		
Garbage & Recycling		
Phone, Internet & Cable		
Sewer		
Water		
Business		
Advertising		
Licensing		
Office Expense		
Entertainment		
Concerts & Events		
Meals & Entertainment		
Movies, DVDs & Music		
Fees & Charges		
Bank Fee		
Finance Charge		
Service Fee		
Food		
Entertainment/Leisure		
Fast Food & Convenience		
Groceries		
Restaurants/dining		
Insurance		
Auto Insurance		
Disability Insurance		
Health Insurance		
Homeowner's Insurance		
Life Insurance		
Ltc Insurance		
Umbrella Insurance		
Kids		
Baby Supplies		
Childcare & Daycare		
Kids Clothing		
Toys		
Alimony / Child Support		



Creating A Budget Sticking With It

	Current Expenses	Retirement Expenses
Medical		
Dentist		
Doctor		
Pharmacy		
Mortgage & Rent		
Mortgage PMI		
Mortgage Interest		
Mortgage Principal		
Pets		
Pet Foods		
Pet Grooming		
Veterinary		
Health & Fitness		
Gym		
Hair & Nails		
Spa & Massage		
Home		
Furniture & Home		
Décor		
Home Maintenance		
Home Supplies		
Household Services		
Travel & Vacation		
Air Travel		
Hotel		
Rental Car		
Taxes		
Other Tax (Excise Tax)		
Property Tax		
Shopping		
Books Clothing		
Dry Cleaning		
Electronics & Software		
Merchandise/misc		
Sports & Hobbies		
Other		
Cash/ATM		
Charity		
Education		
Legal		
Loan		
Gifts		
Shipping & Handling		
Expense Total		



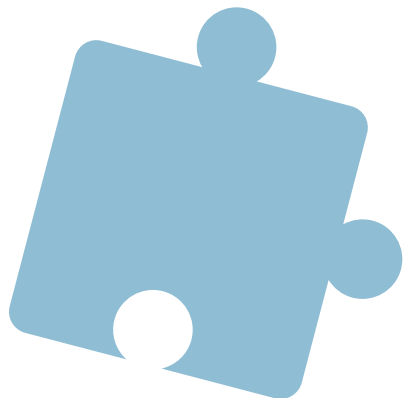
Notes



INVEST*Well*

Risk Tolerance Questionnaire	8
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**Learn the principles and strategies needed to start
putting your savings to work**



Risk Tolerance Questionnaire

Select the statement that best describes your answer to each of the following questions.

Point Key	
A = 1	
B = 2	
C = 3	
D = 4	
	Point Total

Notes

1) When do you expect to tap into your account?

- a. In less than 5 years
- b. In 6–10 years
- c. In 11–15 years
- d. In 16–20 years

2) What is your objective for this account?

- a. Preserving initial investment potential
- b. Generating income and achieving slight growth
- c. Achieving moderate to substantial growth
- d. Seeking maximum growth

3) Over the next 10 years, do you expect your income to:

- a. Decline (due to raising children, retirement, slow economy)?
- b. Keep pace with inflation?
- c. Outpace inflation and grow steadily?
- d. Increase considerably?

4) If the value of your account dropped suddenly by 30 percent, would you:

- a. Sell all of your investments and move to cash?
- b. Transfer some of your money to more conservative investments?
- c. Do nothing and wait for the value to come back?
- d. Add to your investments to take advantage of low prices?

5) You can live off your current cash savings and investments for:

- a. 0–3 months
- b. 4–6 months
- c. 7–12 months
- d. More than 1 year

6) How much risk are you willing to take to achieve a potentially higher return?

- a. None. You are risk-averse.
- b. A little risk. You are concerned about significant market fluctuations.
- c. Moderate risk. You understand the relationship between risk and reward.
- d. A lot of risk. You are not concerned with market fluctuations.

7) How knowledgeable do you consider yourself to be about economic issues, personal finance, and investing?

- a. Virtually no understanding of the economy, personal finance, and investing.
- b. Not very knowledgeable.
- c. Somewhat knowledgeable.
- d. Very knowledgeable.



What Is Your Investment Objective Profile?



Income 7–10

I am willing to accept limited risk to my investment principal in this account, even if that means this account does not generate significant returns and may not keep pace with inflation. This objective generally focuses on the generation of current income. Accounts with this objective may be invested primarily in fixed income/bonds, with up to 25% in equities/stocks, but actual investment allocations will differ based on individual client goals, concerns, and market conditions. This objective has historically been the most conservative on a relative basis and has exhibited lower volatility than objectives that allocate a greater portion of investments to the equity/stock markets; however, past performance is no guarantee of future results.

Income and Growth 11–14

I am willing to accept relatively low risk to my investment principal and will tolerate some volatility to seek a modest level of income and/or objective returns. This objective generally focuses on asset appreciation sufficient to offset inflation over time while also generating current income. This objective may consist of a majority of fixed income/bonds, with up to 45% in equities/stocks, but actual investment allocations will differ based on individual client goals, concerns, and market conditions. This objective has historically exhibited modest volatility compared with objectives that allocate a greater portion of investments to the equity/stock markets over time; however, past performance is no guarantee of future results.

Growth and Income 15–18

I am willing to accept moderate risk and volatility to my investment principal to seek higher returns. This objective generally targets a balanced asset allocation approach that seeks to provide growth potential and generation of interest or dividend income. This objective may consist of up to 65% in equities/stocks, with the remainder in fixed income/bonds, but actual investment allocations will differ based on individual client goals, concerns, and market conditions. This objective has historically exhibited less overall volatility than objectives that allocate a greater portion of investments to the equity/stock markets over time; however, past performance is no guarantee of future results.

Growth 19–23

I am willing to accept a relatively higher risk to my investment principal, including greater volatility, to seek higher returns over time. This objective generally targets growth of the portfolio, which may or may not focus on the generation of interest or dividend income. This objective may consist of up to 85% in equities/stocks, with the remainder in fixed income/bonds, but actual investment allocations will differ based on individual client goals, concerns, and market conditions. This objective has exhibited greater market value fluctuations than objectives that allocate a greater portion of investments to the fixed income markets; however, past performance is no guarantee of future results.

Aggressive 24–28

I am willing to accept maximum risk to my initial principal in order to aggressively seek maximum returns. This objective generally seeks maximum growth potential or generation of income from equities or alternative investments. This long-term-oriented objective is typically invested almost entirely in equities/stocks, with the remainder, if any, in fixed income/bonds or alternative investments, but actual investment allocations will differ based on individual client goals, concerns, and market conditions. This objective has historically offered the highest level of risk and widest market value fluctuations compared to other objectives, especially in the short term; however, past performance is no guarantee of future results.



Important Information: The information included in this document is limited to general investment education and does not include any “investment advice” for purposes of the Employee Retirement Income Security Act (ERISA). Asset allocation models for various hypothetical individuals may be provided to you for educational purposes. These models do not take into account your particular investment needs, and therefore they should not be viewed as investment recommendations for you personally or as advice regarding the advisability of making a particular investment decision for your plan account. Any investment-related information provided in connection with this document is non-fiduciary in nature. As a plan participant, you are responsible for the investment of your plan account. Investors should carefully consider the investment objectives, risks, charges and expenses of any investment they are considering. This and other important information is contained in the prospectus, which should be read carefully before investing. To obtain prospectuses, please request them from the plan’s administrative service provider using the provider’s contact information included in your plan account statements. Past performance is not indicative of future results. Investment returns and principal values fluctuate with changing market conditions so that, when redeemed, your account may be worth more or less than the original cost.

Do Your Investments Meet Your Risk Tolerance And Goals?



Short Term Goals	Mid-Term Goals	Long Term Goals

Short Term Investments Cash, Checking, Savings, MM, CDs		Mid-Term Investments Taxable, Non-Qualified		Long Term Investments Retirement & Non-Qualified	
Account/Type	Approx. Value	Account/Type	Approx. Value	Account/Type	Approx. Value

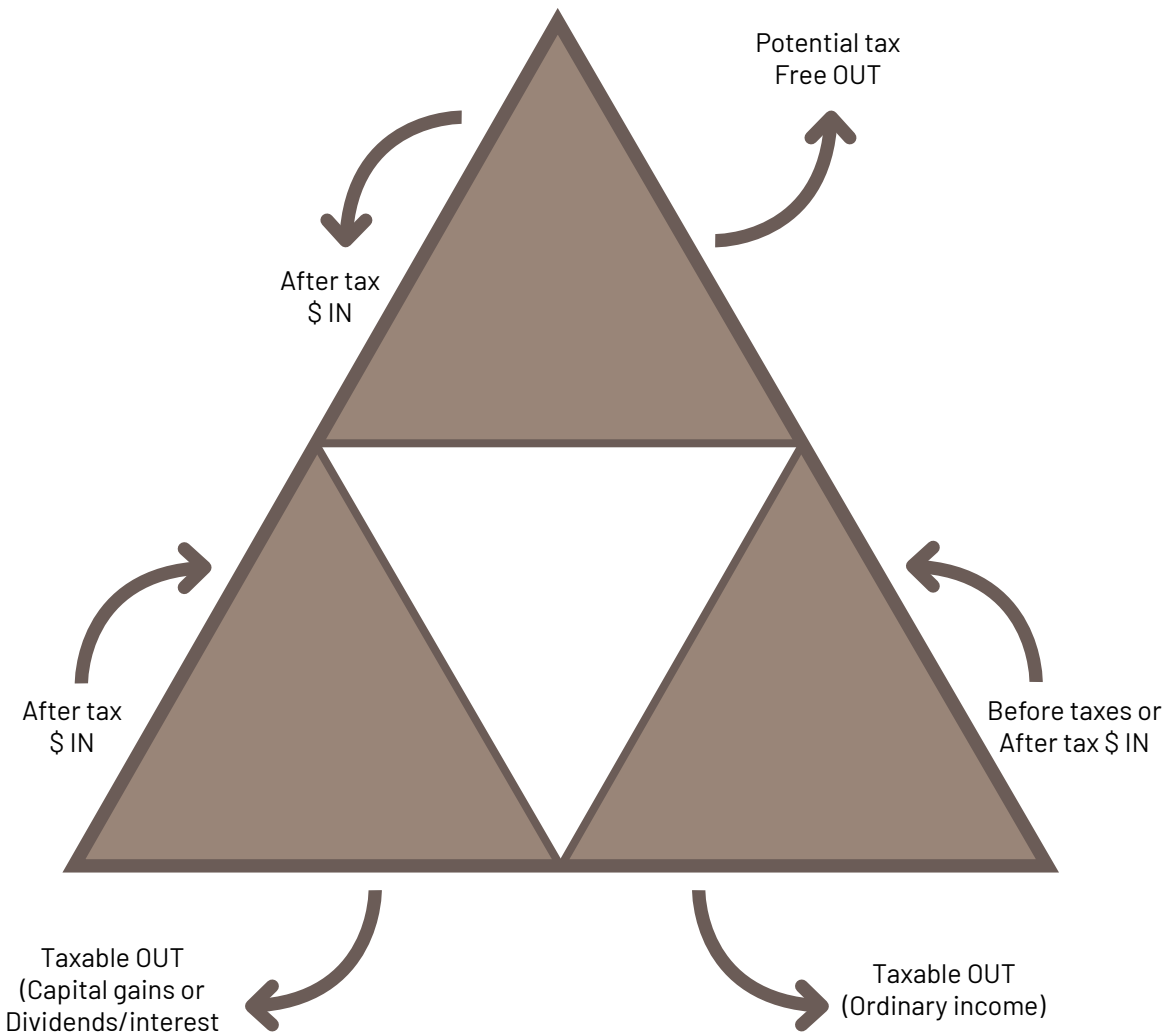
Tax Control Triangle

Tailoring a strategy thats right for you

The Tax Control Triangle is intended to help the financial planner illustrate the potential tax benefits and implications, both today and in the future, of saving dollars into various investment vehicles with different taxation characteristics. It is designed to be used with clients while they are in the accumulation phase of planning for their retirement and other goals.

Because different types of accounts and investments offer specific tax advantages, you can gain more control over your future taxes by placing money in a variety of assets. Taxation is just one consideration when making investment decisions

Let’s take a look at your current portfolio and tax diversification opportunities for your situation



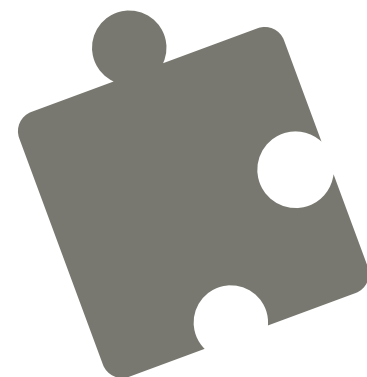
Notes



LIVE*Well*

Income source

16



**Discover how to use growth to protect yourself from
the uncertainties of retirement**

Income Sources

Notes

- \$
\$
\$
\$
\$
\$
\$
\$
- Rental Income
Business Income/1099
Paycheck or Salary
Annuity Income
Social Security
Pension Income
Life Insurance Cash Value Withdrawals
Interest/Investment/Dividend

Total Income

Preparing for uncertainties through growth

This session of the PlanWell™ gives you a look at how to keep growing retirement income to better protect against the uncertainties of life after work. With the right strategies, you can help to ensure that regardless of outside conditions, you keep improving the chances of your own successful retirement.



Notes



PROTECT*Well*

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**Explore the variety of options at your disposal to
protect your financial future**

Evaluate What To Protect

Protect my life well

Life Insurance Coverage

Your group
Your group supplemental
Your personal

Spouse’s group
Spouse’s group supplemental
Spouse’s personal

Children’s group dependent
Children’s personal

Protect my health well

Long term Care Coverage

You
Your spouse

Medical Insurance

You
Family plan

Protect my assets well

Property & Casualty Insurance
Auto Coverage

Collision
Property
Liability

Home Insurance

Dwelling
Personal property
Liability

Umbrella/Liability Coverage

Liability

Protect my income well

Disability Income Coverage

Your Group:

Salary covered
Bonus covered
Waiting period
Your personal
Spouse’s group
Spouse’s personal

Retirement Contribution Coverage

You
Your spouse

Notes

Notes



Determine Desired Income

Your desired income

If a premature death were to occur, what would life be like for those left behind? What would their future be like?

Desired Annual Income

Liquid funds available to family

What assets are available to provide income to your family? What is the effect on future lifestyle by using these assets?

- Savings
- Pre-Tax Assets
- Marketable Securities
- Tax Deferred Assets
- Life Insurance
- Other Liquid Assets

Total Liquid Funds Available

Non-liquid assets

If necessary or desired, these assets could be liquidated. In an emergency, sometimes people are forced to take less than market value.

- Primary Residence
- Real Estate
- Other
- Collectibles
- Business/Tax Shelters

Total Non-Liquidated

Should an unexpected event change your Family's goals for retirement, education, lifestyle changes, etc.?

Life Insurance takes the pressure off one's assets to replace income.

Determine Desired Income

Immediate cash needs of the family

Upon an unexpected loss, certain expenses need to be paid rather quickly.

- Final Expenses
- Other Expenses
- Income Taxes
- Federal Estate Taxes
- Other Inheritance Taxes

Discretionary cash needs of the family

Here's the dilemma - you either pay off certain expenses or keep financing them. Either way you still have the expense. Other things like emergency and education funds still need to be funded.

- Mortgage Liquidation
- Educational Fund
- Emergency Fund
- Pay Off Debt

Total Discretionary Needs



Certain cash needs, while not necessary, may be acted upon to ensure future obligations or make life easier.

Determine Desired Income

Net liquid funds available to the family

Okay, we can now see where you would be at based on your selections. Total up the numbers and list them below.

Liquid Funds Available to Family

Liquid Cash Needs of Family

Net Liquid Funds Available to Family

Total available income

Now, let’s see the total income that can be generated from all the various sources available to your family

Funds Available

\$

Annual Interest Rate

%

Annual Interest Earned

\$

Annual Government Interest

%

Income from Non-Liquid

\$

Other Income

\$

Total Annual

\$

Make sure income streams last as long as possible. Sometimes, they can terminate, such as with government benefits.

Getting Organized

Organize & get prepared to meet with your estate planning attorney

Many individuals visit their estate planning attorney without a good understanding of what decisions they will need to make before documents can be drafted. Getting yourself organized and prepared for your first meeting with an estate planning attorney will go a long way to making the meeting more productive and valuable for both you and the attorney.

You will also save time and possibly money by doing your homework, and bringing the necessary information and documentation to the initial meeting. With a thorough understanding of your family dynamics, financial situation and wealth transfer goals, your estate planning attorney will have what they need to prepare an estate plan that accomplishes your objectives in an efficient and effective manner.

Here are some tips on how to get yourself organized and prepared for your first meeting with an estate planning attorney.

Estate considerations

Do you have the following documents in place?

- Wills/Codicils
- Health Care Proxy Agreements
- Power of Attorney Agreements
- Trust Documents
- Last Revision Date:

Should an unforeseen event occur, who has access to the documents listed above?

How do you feel about your current estate plan?

Have you considered any strategies to maximize your estate and reduce the overall tax liability to your heirs or charities (estate and ordinary income tax)?

Do you have any desire to gift to charity?

Do you have a gifting program in place today?

Additional documents to consider storing and sharing:

- Insurance policies
- List of all personal property & personal assets
- Online account information
- Important contacts

Getting Prepared



Questions To Ask Yourself

Here is a quick list of questions you should think about before you meet with your estate planning attorney.

- Who will handle your financial affairs and business transactions if you become incapacitated?
- Who will make decisions about your health care if you are no longer able to do so?
- Who would raise your minor children if another parent is not able to do so?
- Who will administer your estate upon your passing?
- Who will receive your assets and property (e.g. spouse, children, grandchildren, friends, charity)?
- How much will each beneficiary receive?
- When will each beneficiary receive their inheritance?
- In what manner will each beneficiary receive their inheritance? For example, would you like to leave assets outright to your spouse/children/grandchildren or in trust for their benefit?
- If in trust, who will oversee and manage assets and property for the benefit of your spouse/children/grandchildren?
- Can children/grandchildren become Trustees when they reach a certain age?
- What access to income and principal would you like your spouse/children/grandchildren to have?
- Are you concerned about asset protection or creditor protection for wealth transferred to your spouse/children/grandchildren?
- What restrictions, if any, would you like to put on your spouse/children/grandchildren's access to wealth?
- Will grandchildren be subject to the same restrictions as children?
- Would you like to provide beneficiaries with the right to alter the distribution of assets and property held in trust?
- Are there any other unique or special objectives you would like to accomplish through your estate plan?

Notes





PLANWell™

PLAN AHEAD. PLANWELL.