

2017

SPECIAL NEEDS PLANNING

GUIDE & WORKBOOK

Planning is bringing the future into the present so you can do something about it now- Alan Lakein



SPECIAL NEEDS PLANNING GUIDE

Estate Planning

Letter of Intent

Although not a legally binding document, a letter of intent is one of the most important documents in estate planning for a child with special needs. This letter assists in communicating essential information to future caregivers.

We have created a template in the Appendix as a guide to help create your letter of intent.

Will

A will serves 3 purposes:

- 1) Permits you to name a guardian for your minor children in the event that you and your spouse die before your children reach adulthood. If you are appointed guardian of your adult child, you can then appoint a successor guardian in the event of your passing.
- 2) Identifies who will be doing the administrative tasks when you pass, also known as the executor of your estate. This person will pay your debts, and distribute your assets according to the will.
- 3) Distributes your property according to your desires. Clients may choose to have separate instructions/memorandums that identify specific pieces of property to specific individuals. Although not legally binding, it does allow for changes to the lists as necessary without having to utilize an attorney.

In most cases, you will not want to leave money to a child with disabilities outright, but instead utilize a Special Needs Trust. This is true of any relative that may leave money to your child as well. We will review the details of why, and how in the Special Needs Trust section

Power of Attorney

Health Care-The durable POA and Health Care Directive provide valuable direction in often times sensitive situations. First, it expresses your wishes regarding life sustaining measures to be taken or not taken, reducing the burden on your family (Health Care Declaration). Second, it identifies the person or persons that should make decisions regarding your health. For example, decisions on where you should be receiving care or direction on various types of treatments.

POA for Property- Gives someone else the power to manage your property if you are unable to do so. A guardian of your estate can be appointed to protect your finances, but the POA is an alternative that avoids some of the costly legal procedures and avoids some of the limitations of guardianship.

There are more estate planning tools that can be used, including living trusts, which will not be covered here, but should be explored when consulting with your Financial Advisor and Estate Attorney.

In the appendix you will find several helpful templates to utilize when communicating important information.

Beneficiary Designations

Beneficiary designations trump your will

Most people do not realize that the instructions in your will come secondary to how your beneficiaries are designated on your life insurance policies and retirement accounts. It is crucial to revisit your beneficiaries annually to make sure everything is up-to-date.

Where to Put Your Money

In this section we will address the optimal vehicles to utilize when savings for a child with special needs.

Special Needs Trusts (Third Party Trust)

The most important savings tool for special needs families is the Special Needs Trust. A Special Needs Trust is a legal arrangement and fiduciary relationship that allows a physically or mentally disabled or chronically ill person to receive income without reducing their eligibility for the public assistance disability benefits provided by Social Security, Supplemental Security Income, Medicare or Medicaid. The trust helps accomplish the following:

- Provide a quality life for your child with special needs without creating ineligibility for government benefits.
- Avoid the obligation of cost of care reimbursement claims for government assistance. ABLE accounts and Payback trusts are other vehicles with specific purposes, but both require payback of assets to the government after the special needs child dies.
- Establishing a money management vehicle that can conserve and grow assets, pay bills and hire care.
- Ability to distribute assets to a child upon the parent's death and redistribute after the death of the child.
- Avoid probate

Currently if your child has more than \$2,000 in their name they will be ineligible for government assistance

The trust documents should not require the trustee to make distributions for support of the child, such as welfare or education. That requirement would give the child direct access to the money, since the child *could* sue, claiming that he is entitled based on the trust documents.

The trust should be structured so it cannot be interpreted as being a resource of the child

It goes without saying that the trustee must be a very trustworthy person and without a shadow of a doubt would do what is right for your child. In addition you want to ensure that the trustee

- Understands the needs and abilities of your child
- Willing to carry out your wishes after you pass
- Is intelligent enough to manage and invest the trust assets properly and will seek professional help to navigate the complexities of government benefits, taxes, accounting and investing

It should also be noted, that although the trust is written, allowing the trustee to make direct distributions to the beneficiary, it is typically not advisable because of the negative effects it can have on SSI and Medicaid.

Another important section of the Special Needs Trust is a spend thrift clause. This clause prevents creditors from seizing the assets in the Special Needs Trust. For example, if your child is persuaded into signing documents for an expensive loan, the clause will ensure that the lenders cannot get to the assets in the trust.

Typically you do not want to use the Special Needs Trust to purchase food, shelter, or clothing or direct income if you child is receiving SSI as the child could lose 1/3 of their benefit/income.

So what can the Special Needs Trust purchase? The trustee could directly purchase vacation, recreation or leisure activities, housekeeping services, laundry service, lawn care, employment support, iPad, TV, airline tickets, medical insurance, computer, telephone bills and furniture. The list goes on, but as you can see the Special Needs Trust is not as restrictive as it first appears.

Your trust assets should be managed to a written Investment Policy Statement. This statement explains the intent for the money, risk level of the investments, and the predicted timeline. Most often, trust money is invested conservatively because you do not want large losses within the trust.

We are not authorized to give legal advice, so it is encouraged that you work directly with a lawyer to craft your Special Needs Trust.

DO NOT COMMINGLE ASSETS- Commingling assets can ruin the entire intent of the trust. The trust should never include assets from your child. We often suggest inserting a commingling clause to help prevent against commingling.

ABLE ACCOUNTS (529A)

These accounts were recently authorized in 2014 and are still in the infancy of implementing.

So, what are they? These accounts allow your child to save without effecting government benefits. Your child, family and friends CAN comingle assets and contribute up to \$14,000 a year (combined) without putting federal benefits at risk.

Assets in ABLE accounts can be used for eligible expenses including education, housing, transportation, employment support/training, assistive technology and personal support services, health and wellness, financial management and administrative services, legal fees, expenses for oversight and monitoring, and funeral and burial expenses.

[You can find an article on nytimes.com by searching for “529a accounts let disabled save without risk to government aid”]

The first \$100,000 in ABLE accounts would be exempt from the SSI \$2,000 individual resource limit. If and when an ABLE account exceeds \$100,000, the beneficiary’s SSI cash benefit would be suspended until such time as the account falls back below \$100,000. It is important to note that while the beneficiary’s eligibility for the SSI cash benefit is suspended, this has no effect on their ability to receive or be eligible to receive medical assistance through Medicaid.

Additionally, upon the death of the beneficiary the state in which the beneficiary lived may file a claim to all or a portion of the funds in the account equal to the amount in which the state spent on the beneficiary through their state Medicaid program. This is commonly known as the Medicaid Pay-Back or estate recovery provision and the claim could recoup Medicaid related expenses from the time the account was open.

What states have ABLE Accounts? Not all states have yet established ABLE accounts. That is ok. You can open an account online in different states, similar to 529 college plans.

Check out the following website for available states and state comparisons:
<http://ablenrc.org/state-review>.

How do I open an account?

Here is Ohio's STABLE Account opening Requirements:

Who Can Open an Account?

- *A Beneficiary, who is the individual with a disability that meets the eligibility guidelines and who is at least 18 years of age, or*
- *An Authorized Legal Representative, who is either a parent or legal guardian of the Beneficiary or is someone who has a valid Power of Attorney to open and administer a STABLE account for the Beneficiary.*

Eligibility Requirements

To be eligible for a STABLE account, the Beneficiary must meet at least one of the following eligibility requirements:

- *The Beneficiary is entitled to Supplemental Security Income (SSI) under SSA Title XVI, due to blindness or disability*
- *The Beneficiary is entitled to Social Security Disability Insurance (SSDI) under SSA Title II, due to blindness or disability*
- *The Beneficiary has a condition on the SSA's List of Compassionate Allowances Conditions, or*
- *The Beneficiary has a signed diagnosis from a licensed physician and can certify under penalty of perjury that either:*
 1. *he or she has a medically determinable physical or mental impairment which results in marked and severe functional limitations and which (i) can be expected to result in death or (ii) has lasted or can be expected to last for a continuous period of at least 12 months; or*
 2. *Is blind, within the meaning of the Social Security Act.*

In addition, all of the following must be true:

- *The Beneficiary must have developed the disability before the age of 26*
- *The Beneficiary must not have any other ABLE accounts*

The person completing the application (either the Beneficiary or their Authorized Legal Representative) must also:

- *Certify that the information provided in the application is true and be able to provide any supporting documentation, if required.*
- *Review Investment Options offered and choose how to invest contributions.*
- *Keep copies of all documents establishing eligibility and provide them to STABLE Account or the IRS upon request.*

Information Needed

Please be sure to gather the following information before beginning the application:

- *Beneficiary contact information, Social Security or Taxpayer Identification Number, and date of birth. Those Beneficiaries who are certifying eligibility through a written diagnosis will also need their physician's name and address and the date of their diagnosis.*
- *Authorized Legal Representative Contact information, Social Security or Taxpayer Identification Number, and date of birth, if applicable.*
- *Banking information (account number and routing number) to make the initial contribution and to set up future recurring contributions, if desired.*

If you have questions about any of these requirements, please go to www.stableaccount.com.

Pros of an ABLE Account:

- Comingle assets, allowing the beneficiary and family to contribute to the same fund
- Does not negatively affect government assistance such as SSI or Medicaid.
- Provides ownership and education to your child on managing money and having control over some of their assets
- Contributions are made on an after tax basis, grow tax deferred and are tax free if used for qualified expenses.
- Able to open accounts online and have choices of many different state programs, similar to 529 college savings accounts
- Considerably less expensive than other trust options
- Ease of access to the money, debit cards, direct payments, etc.

Cons of an ABLE Account:

- Subject to Medicaid Payback. The federal law authorizes state Medicaid agencies to become a creditor and seek reimbursement for the Medicaid services a beneficiary has received since she opened the ABLE account.
- Cannot save more than \$100,000 without impacting SSI.
- Capped at a \$14,000 annual contribution.

Overall ABLE accounts should not replace the Special Needs Trust, but provide another tool in saving and planning for your child.

Insurance Planning

In this section we will cover three important types of insurance. Life insurance, Long Term Care insurance and Disability Insurance. No matter how well you plan and how effective you are on achieving the goals in your retirement plan; death, disability and long term care needs can quickly derail your plans and drastically reduce your chances of achieving your goals.

Life Insurance

Term insurance is purchased to last a certain number of years, such as ten, twenty, up to thirty years. Term provides the most amount of death benefit for the least amount of premium dollars, if you were to purchase a twenty year term policy, the premium and death benefit would be the same exact amount every year for the first twenty years. Then at the end of those twenty years the premium increases dramatically or the death benefit can decrease dramatically. Term does not accumulate any cash value and when the original number of years ends, and if nothing is done to maintain any coverage, then the insurance company owes nothing to the insured and the insured will receive nothing from the insurance company.

Permanent coverage is more complex primarily because under the heading of Permanent coverage there are different types of coverage, such as Whole Life, Universal Life, Indexed Universal Life, Guaranteed Universal Life, Joint Life, Interest Sensitive policies, etc. These aren't the types of policies you stick in a drawer and don't ever review. These types of policies can build a cash value, have increasing, decreasing or level death benefit, you can borrow from them and institute withdrawals. They also carry the risk of lapsing. These policies should be reviewed annually so that the insured can anticipate what the future holds and thus act more prudently.

To know which insurance coverage is suitable for you, insurance planning has to be done in concert with your Retirement and Special Needs planning. The best plan needs a comprehensive approach.

Disability Insurance

According to the Council for Disability Awareness, the majority of wage earners severely underestimate the chances of becoming disabled. A person in their 20 has greater than 25% chance of becoming disabled before they retire. The majority of average wage earners believe the chance is at 2%.

According to CDA's 2013 Long-Term Disability Claims Review¹², the following were the leading causes of new disability claims in 2012:

- Musculoskeletal/connective tissue disorders (28.5%) *
- Cancer (14.6%)
- Injuries and poisoning (10.6%)
- Mental disorders (8.9%)
- Cardiovascular/circulatory disorders (8.2%)

The American Journal of Medicine sites that medical problems contributed to 62% of all personal bankruptcies filed in the U.S. in 2007- an estimate of over 500,000. This is a 50% increase over results from a similar 2001 study.

No one likes to pay for something they don't understand; however, once you understand the risk and your need for protection, purchasing a disability insurance policy becomes much more straightforward. Then you just need to know what to look for in a disability insurance policy to best suit your needs.

The Definition of Disability

You might think you are unable to work due to an injury or illness, and therefore, eligible for disability benefits, but the insurer may not agree. It depends on how it defines a "total disability" which is the key trigger for paying out the monthly benefit - the broader the definition, the better, while, the more narrow the definition, the less chance you may receive benefits.

An example of a broad definition is the "own occupation" definition that applies to certain occupation categories, such as physicians, dentists, attorneys and certain other professionals, which is:

"The inability, due to an accident or illness, to perform any of the material and substantial duties of your own occupation, regardless of whether you are able to work in another type of occupation."

In this case, a doctor may not be able to perform surgery or emergency room duties, but he may be able to do consultations. So, he can qualify for disability benefits.

A more limited definition might say:

"The inability to work in any occupation for which you are qualified."

That means that, if you are a teacher, and you are unable to stand all day in a classroom, but you can sit at desk and do research, you would not be considered "totally disabled" and, therefore, ineligible to receive benefits.

Another type of disability definition is based on a “loss of earnings” which will pay a benefit, if you are unable to work and your earnings drop below 80 percent of your pre-disability level. If eligible, you would then receive a benefit proportionate to your earnings loss. But, with some policies, you would have to be unable to work in any capacity in order to receive benefits.

The bottom line is that you should look for the broadest definition of “total disability” and have your disability insurance broker fully explain the circumstances under which the policy would pay benefits.

Elimination Period

The elimination period of a disability insurance policy is like the deductible on your auto insurance - it’s the financial risk you assume before the insurance company begins to pay the benefit. As with auto insurance, the more risk you are willing to assume, the lower your premium cost. Choosing the longest elimination period - up to 6 months - could save you hundreds or thousands of dollars in premium costs over time. The best course of action is to accumulate a cash reserve equal to six months’ worth of living expenses that can be used to replace your income and then choose the longest elimination period for your policy.

Guaranteed Insurability Option

A Guaranteed Insurability Option allows you to increase your disability benefit without evidence of insurability. With this option, you are offered the opportunity to increase your benefit at specified intervals, and you can choose to use the option or pass (some policies limit the number of passes you can take before you have to exercise the option). If you anticipate your income to increase substantially over the years, the Guaranteed Insurability Option will protect your ability to add coverage even if you become uninsurable.

Cost of Living Adjustment (COLA) Rider

Should you become disabled and begin receiving benefits at a younger age, you could find the value of your monthly benefit gradually eroded by inflation. The COLA rider will ensure that your disability income increases with the pace of inflation at a minimum.

Long Term Care Insurance

You are **840 times** more likely to need long term care insurance than home owners insurance. In fact, 7 out of 10 Americans over the age of 65 will need long term care.

According to Genworth, Home health care in PA is estimated to cost over \$45,000 and Nursing Care over \$ 82,000 annually. Not only is there a high probability that you will need long term care, but it is also an expensive risk.

As you start thinking about Long Term Care, answer the following questions:

Who is going to take care of me if I need Long Term Care?

If a relative, are they aware of that expectation? Will they need to move or quit their job?

What does the health of your family history look like?

What would be the impact on your estate and retirement plans if you needed long term care?

Based on your current cash flow is there flexibility to pay a lump sum or monthly premiums?

Asset Planning

In addition to making sure you reach your retirement goals, you also want to make sure you understand and plan for the income your child will need.

The planning is extensive and should cover the following:

Goal setting and goal monitoring- not only current goals but your desired income in retirement, desired income for your child, desired age to retire.

Risk analysis- Understanding your risk tolerance. Risk/reward assessment and where to avoid risk versus where to take more risk.

Cash flow planning- Detailed analysis of current expenses, future expenses, fixed and discretionary expenses. Understand current income, future income and risks to income. What assets to draw from now versus later.

Social Security Planning- Plan on when to claim social security and when your spouse should claim social security based on all income streams.

Taxes- Bracket creep avoidance, appropriate deductions and reductions, tax tools to reduce obligation. *(Tax advice provided by tax professional)*

Investments- Annual portfolio reviews, asset allocation consideration, investment strategies, performance/benchmark comparisons and fee review.

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All of your Retirement Planning needs to be coordinated with your Special Needs planning. In fact, the best approach is when your financial planner, lawyer, insurance agent, and accountant/tax professional work in concert to develop one sound plan for you and your family.

Appendix

Letter of Intent Guide

Family Information

Father's Full Name:
Social Security Number:
Father's Contact Information:
Date of Birth:
Place of Birth:
Blood Type:

Mother's Name
Social Security Number:
Mother's Contact Information:
Date of Birth
Place of Birth
Blood Type:

Siblings (Your Child with Special needs siblings)

List each child's name, date of birth, address, and contact info, potential of helping their sibling with special needs. Marriage status and any other important information. Also, list friends and relatives' names that your child knows and likes and their contact information.

Child with Special Needs

Date of Birth:
Current Address:
Current Contact Info:
Social Security Number:
Height:
Weight:
Shoe Size:
Clothing Size:
Other Relationships:

Medical Records

- Blood Type:
- Diagnoses:
- Hearing status and past and current treatment, hearing aids, future concerns:
- Vision status and past and current status. Glasses/Contacts, future concerns:
- Speech use of sign language, technology, future concerns:
- Surgeries:
- Complications:
- Main Doctors name, address, contact information, frequency of visits:
- All other doctors, name, specialty, address, contact information and frequency of visits:
- Location of medical records, major test results, and important medical information:
- Log on information for virtual medical records:
- Medications, doses, frequency, and purpose and importance of each medication, include over the counter medications:
- Monitoring: What type of monitoring needs to be provided: Needs monitoring when eating, taking medication, walking etc? What type of qualifications does the person monitoring need to have?
- Special diets: List allergies, what foods your child likes, what food to avoid, weight gain issues, digestive issues, consistency of food, and temperature of food.
- Sleep habits:
- Self Esteem:
- Pharmacy name, address, phone number:
- Future potential medical issues:
- Health insurance information: Copy of insurance card, policy holder, secondary insurance (Medicare/Medicaid), details of the insurance plan. Dental insure plan.
- Does your child have early intervention, home nurse care, or other in home assistance: If so, what organization visits, what is the name of the specific person that visits what days, how often, for what purpose, when is the termination date? What are the key milestones and objectives?

Daily Schedule

Provide a very detailed daily schedule (Sunday through Saturday). Indicate the level of importance of each item on the schedule and how routine driven your child is.

Guardian

- Has your child been declared incapacitated and has a guardian been appointed?
- List the name, address, and contact of each guardian and indicate what type of guardian is indicated.
- List successor guardians and their addresses and phone numbers.
- Even if a guardian is not selected at this time, name any desired future guardians.
- Advocates: List the people, in order, who you foresee acting as advocates for your child after your death.
- Trustee: Indicate whether you have set up a trust for your child and list their name and contact info
- Power of Attorney: Name any identified power of attorney, list the full name and contact information and where find it.

Housing

- Describe your child's current living status and each past statuses.
- Why did you change your housing in the past?
- What type of housing do you want in the future (name housing at each stage are there progressions or circumstances that would dictate change in housing). Do you have a specific residence? If so, provide name, location and contact information for the preferred location. Provide contact person's name and their direct contact information. If not, provide preferred geographic location, religious affiliation, size of the community, values you are looking for in the caregivers and the community.

Education

- Provide names and addresses for each school your child has attended and at what ages?
- At the current program, provide teacher's name, details about the school. What is the next school(s) or program(s) that you want your child involved in and at what ages?
- What are the concentrations of your child and what skill sets are they gravitating toward?
- What educational emphasis would be most beneficial for your child in the future?
- What is your position on integration versus specialization?

Work

- List current job and previous jobs and their address and contact information. How long were they at each job? Why did they move on from the previous jobs?
- Future jobs- Are there future jobs that your child expressed desire or you would have desire for them to explore. Are there job placement specialists that you work with or would like to work with for your child? List specific skill sets and training

Hobbies and Leisure

- Describe recreational activities, sports, games and clubs, both organized and unstructured.
- Favorite books, magazines, and movies.
- Vacations- Where has your child been? What type of vacations does he like? How far do you typically travel? How far can you travel in a car? Is there motion sickness? Have you traveled in an airplane, boat or cruise ship? What were the results and recommendations? Is there a reoccurring vacation spot that is visited? If so, list the location address and contact information. What time of the year do you usually go on vacation?
- Fitness: Does your child engage in any fitness? If so, name company, specific contact person, address, and contact information. How often does your child attend? What activities do they engage in? What activities should they avoid?

Religion

Does your child attend a church? Name, Address, Contact information? Who is the best person to contact at the church-specific person's name and contact info? How do they typically get to church? What day/time and how often do they attend?

Finances

- Does your child have a bank account? Where? What is the local branch and contact information? Is there a specific person that has helped set up the information? Does your child have a debit card? Credit Card?
- What is the typical balance in your child's accounts?
- How much currently is in their Special Needs Trust?
- How much is in their ABLE accounts?
- List of Assets (Or fill out Estate Planning Template):
- List of Liabilities (Or fill out Estate Planning Template):
- List of income sources:
- List of expenses (Identify fixed and discretionary expenses)
- List any anticipated change in income or expenses. What are they? When will they change and by how much?

Estate Planning Tools

Location of Critical Document Worksheet

Document	Location
Wills	
Trusts	
Letter of Intent	
Power of Attorney	
Health Care Directive	
Marriage Certificates	
Birth Certificates	
Insurance Policies	
Home Mortgage and other debt information	
Car Titles	
Tax Returns	
Medical Records	
Individual Education Plans (IEPs)	
Individual Program Plans	
Individuals Habilitation Plans	
Employment Records	
Guardianship Papers	
Government Benefit Papers	
Advocacy Group Information	
Important Contact List	
Other	
Other	

Critical Contact List

Person	Phone	Email

Expense Worksheet

House	Monthly Cost
Mortgage or Rent	\$ -
Condo Fees	\$ -
Second Mortgage or Rent	\$ -
Phone	\$ -
Electricity	\$ -
Alarm	\$ -
Gas	\$ -
Water & Sewer	\$ -
Plumbing	\$ -
Lawn, Yard, & Pool Service	\$ -
Snow Removal	\$ -
Internet Access	\$ -
Cable TV / Subscriptions	\$ -
Waste Removal	\$ -
Maintenance or Repairs	\$ -
Furnishings	\$ -
Other	\$ -
Subtotal	\$ -

Insurance	Monthly Cost
Health Insurance	\$ -
Life Insurance	\$ -
Home owners Insurance	\$ -
Long Term Care Insurance	\$ -
Long Term Disability	\$ -
Short Term Disability	\$ -
Car Insurance	\$ -
Other	\$ -
Subtotal	\$ -

Gifts & Donations	Monthly Cost
Charity I	\$ -
Charity II	\$ -
Charity III	\$ -
Subtotal	\$ -

Pets	Monthly Cost
Food	\$ -
Medical	\$ -
Grooming	\$ -
Toys	\$ -
Other	\$ -
Subtotal	\$ -

Loans/Debt	Monthly Cost
Personal	\$ -
Student	\$ -
Home Equity Loan	\$ -
Credit Card I	\$ -
Credit Card II	\$ -
Credit Card III	\$ -
Credit Card IV	\$ -
Credit Card V	\$ -
Other	\$ -
Total	\$ -

Legal	Monthly Cost
Attorney	\$ -
Alimony	\$ -
Payments on Lien or Judgments	\$ -
Other	\$ -
Subtotal	\$ -

Personal Care	Monthly Cost
Medical/Prescription	\$ -
Hair & Nails	\$ -
Clothing	\$ -
Dental	\$ -
Glasses / Contact Lenses	\$ -
Flexible Spending Account	\$ -
Dry Cleaning & Laundry	\$ -
Health Club	\$ -
Organization Dues	\$ -
Other	\$ -
Subtotal	\$ -

Entertainment	Monthly Cost
Video/DVD/Streaming	\$ -
Music	\$ -
Movies	\$ -
Concerts	\$ -
Sporting Events	\$ -
Club Dues	\$ -
Live Theater	\$ -
Vacation	\$ -
Other	\$ -
Subtotal	\$ -

Transportation	Monthly Cost
Vehicle 1 Payment	\$ -
Vehicle 2 Payment	\$ -
Bus / Taxi Fare	\$ -
Parking	\$ -
Fuel	\$ -
Roadside Service	\$ -
Repairs & Maintenance	\$ -
Other	\$ -
Subtotal	\$ -

Other	Monthly Cost
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Other	Monthly Cost
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Investment Policy Statement

Prepared for:

SAMPLE CLIENT

February 2, 2017



SECTION 1: SUMMARY

The Investment Policy Statement considers the information provided about the present and future financial requirements as noted by the client. It is to document and ensure the adherence to a structured investment program. It covers the policies, practices and procedures for managing the investment assets.

- Total Investable Assets: \$1,000,000+
- Time Horizon: 10 - 35 years (pre & post retirement)
- Risk Tolerance: Moderate to Aggressive

SECTION 2: OBJECTIVES

These are the main objectives of the investment program. The objectives have been developed in conjunction with a review of relevant financial resources, financial goals, risk tolerance and time horizon.

1. To take a reasonable amount of investment risk. To maximize return at that risk level and long term time horizon.
2. To maintain a prudent diversification of the investment assets.
3. To withdrawal money from the portfolio in retirement on an annual basis in order to maintain current lifestyle, and keep pace with inflation.
4. To prudently monitor and revise the portfolio when appropriate.

SECTION 3: TIME HORIZON

This investment program is based on an investment time horizon of 25-35 years (assumes life expectance to age 85). This investment program is based on an objective of accumulation pre-retirement, followed by retirement income. The asset allocation has been developed as part of a long-term strategy for the management of the investment assets.

SECTION 4: RISK TOLERANCE

The investment portfolio will be prudently managed in accordance with the goals and objectives set forth by the client of: long-term growth in a moderate to aggressive portfolio. In designing the investment allocation, consideration has been given to the proper mix of assets to achieve the appropriate level of diversification. The assets are invested to generate an adequate level of future income.

SECTION 5: MONITORING AND REVIEW

Investment performance will be monitored regularly and reported periodically. The investment performance of the investment program shall be compared against the appropriate benchmarks. The investment program will be reviewed at least annually with the client to make sure that it continues to achieve the stated objectives. Since this investment program is long-term in nature, the periodic adjustments made to the investment program should be small.

SECTION 6: SELECTION CRITERIA

All final investment decisions will be made by the client(s), [REDACTED]. Acting as your investment advisor, Anthony J. Zalesky at AZT Financial will provide the following: information regarding the investment strategies used to implement the investment program. Further, all such investment strategies shall be subject to the following selection criteria: at a minimum, the investment product must be registered, provide timely compliant performance, provide necessary details about the firm (personnel, clients, fees, etc.), and adhere to a clearly articulated investment philosophy. Each investment product will be monitored for: adherence to your investment policy guidelines, major changes in the strategy or philosophy, and comparative performance with similar investments/products.

ACCEPTANCE AND ADOPTION:

This Investment Policy Statement has been reviewed and accepted.

Client Name

Client Name

Date

Signature

Advisor Name/Financial Company

Date

Final Wishes

Father	Mother
Father's Name:	Mother's Name:
Final Arrangement Desires:	Final Arrangement Desires:
_____ Burial	_____ Burial
_____ Cremation	_____ Cremation
Location:	Location:
Specific Funeral Home:	Specific Funeral Home:
Specific Cemetery:	Specific Cemetery:
Final Service Desires:	Final Service Desires:
Location:	Location:
Additional Requests:	Additional Requests:
Prepaid Insurance:	Prepaid Insurance:
Any military benefits:	Any military benefits:

List of Assets

Real Estate 1	Real Estate 2
Location:	Location:
Mortgage Balance:	Mortgage Balance:
Mortgage Number:	Mortgage Number :
Name of Loan Holder/Contact Info:	Name of Loan Holder/Contact Info:
Insurance Company:	Insurance Company:
Insurance Contact Info:	Insurance Contact Info:

Automobile 1	Automobile 2
Location:	Location:
Loan Balance:	Loan Balance:
Loan Number	Loan Number
Insurance Company	Insurance Company
Insurance Contact Info:	Insurance Contact Info:
Policy Number:	Policy Number:

Bank Account Information	
Bank Name:	Account Types (Checking/Savings/CD/ Money Market/Safety Deposit Box) & Corresponding Account Number:
Bank Contact Info:	
Specific Name of Banker:	
Estimated Balance:	
Names of Authorized Signees:	
Notes:	

Investment Information	
Investments:	Investments:
Advisor Name:	Advisor Name:
Contact Info:	Contact Info:
Type of Account:	Type of Account:
Account #s:	Account #s:
Estimated Balance:	Estimated Balance:
Names of Authorized Signees:	Names of Authorized Signees:
Investments:	Investments:
Advisor Name:	Advisor Name:
Contact Info:	Contact Info:
Type of Account:	Type of Account:
Account #s:	Account #s:
Estimated Balance	Estimated Balance
Names of Authorized Signees:	Names of Authorized Signees:

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