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Personal Financial Review Form

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| Client Name(s): |  |
| Adviser: | Andrew Watt |
| Date: |  |
| Updated: |  |

# **Client Fact Find**

The purpose of this questionnaire is to obtain relevant information about your personal and financial circumstances including your aims and objectives. This is so we may give you appropriate advice. The information supplied will enable us to fulfil the “know your client” criteria which form part of the process to we ensure that you receive “Best Advice” as required by the Financial Services Act 1986.

This questionnaire is deliberately comprehensive and we encourage you to take time to complete it, only by having a full picture of your personal and financial circumstances can we be certain that our recommendations to you are appropriate.

In some cases, it will not be possible to enter all the relevant information on the questionnaire. Please give additional information in the notes section or on a separate sheet. Please attach any supporting documentation. If you have previously drafted spreadsheets and summaries, then feel free to provide those rather than completing the relevant section.

**Watt Money** is a trading style of Watt Money Limited which is authorised and regulated by the **Financial Conduct Authority**. FCA Number 612757. Watt Money Limited is a registered company numbered 8737328.

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| OBJECTIVES |  |
| First Client | Second Client |
| Restricted review / Limited Advice Yes/No  | Restricted review / Limited Advice Yes/No |
| Objectives/Priorities | First Client | Second Client |
| Personal Protection (Death, Income Protection and mortgage protection)  |  |  |
| Pension Planning |  |  |
| Investment Planning, Management and Savings  |  |  |
| Mortgage Planning / Equity Release |  |  |
| Long Term Care Planning |  |  |
| Inheritance Tax Planning |  |  |
| Notes regarding your needs: |
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| **Personal Details** |
|  | First Client | Second Client |
| Title |  |  |
| Surname |  |  |
| Forename(s) |  |  |
| Address |  |  |
| Postcode |  |  |
| Email |  |  |
| Tel (Home)  |  |  |
| Tel (Business) |  |  |
| Mobile |  |  |
| Date of Birth |  |  |
| Marital Status | Single / Married / C.P. / Divorced / Widow | Single / Married / C.P. / Divorced / Widow |
| Occupation |  |  |
| Status | Employed / Self Employed / Unemployed / Retired | Employed / Self Employed / Unemployed / Retired |
| NI Number |  |  |
| Tax Status | Non / Basic / Higher / Additional | Non / Basic / Higher / Additional |
| Selected Retirement Age |  |  |
| Current State of Health | Good / Poor | Good / Poor |
| Smoked in the Last 12 months? | Yes / No | Yes / No |
| On Medication? | Yes / No | Yes / No |
| Likely to Inherit Capital? | Yes / No | Yes / No |
| Details of Source and Timing |  |  |

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| Details of Children & Dependents |
| Name |  | Name |  |
| Relationship |  | Relationship |  |
| D.O.B. |  | D.O.B. |  |
| Marital Status |  | Marital Status |  |
| Dependant  | YES /NO | Dependant  | YES /NO |
| Occupation |  | Occupation |  |
| Tel: |  | Tel: |  |
| Name |  | Name |  |
| Relationship |  | Relationship |  |
| D.O.B. |  | D.O.B. |  |
| Marital Status |  | Marital Status |  |
| Dependant  | YES /NO | Dependant  | YES /NO |
| Occupation |  | Occupation |  |
| Tel: |  | Tel: |  |

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| Income and Outgoings |
| All figures should be consistent either annually or monthly and shown as a figure gross of tax | First Client | Second Client | Joint |
| Earned Income | Employed | £ | £ | £ |
| Overtime/Bonus/Comm. | £ | £ | £ |
| Self Employed (Net Relevant Earnings) | £ | £ | £ |
| Pension Income | State Pension | £ | £ | £ |
| Company Pension | £ | £ | £ |
| Personal Pension / AVC / Drawdown | £ | £ | £ |
| Investment Income | Bank / Building Society Interest | £ | £ | £ |
| National Savings | £ | £ | £ |
| Share Dividend | £ | £ | £ |
| ISA’s / Investments / Bonds etc. | £ | £ | £ |
| Other including rental income | £ | £ | £ |
| Average Monthly Income (total) | £ | £ | £ |
| Monthly Commitments | Mortgage / Rent | £ | £ | £ |
| All living expenses and utilities | £ | £ | £ |
| Loans and Credit Card Payments | £ | £ | £ |
| School Fees | £ | £ | £ |
| Other Outgoings | £ | £ | £ |
| **Average Monthly Outgoings (total)** | **£** | **£** | **£** |
| **Balance of Income and Outgoings** | **£** | **£** | **£** |
|  |
| **Savings and Investments** | First Client | Second Client |  |
| Do you Save Money regularly | Yes / No | Yes / No |  |
| If yes, how much per month | £ | £ |  |

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| Summary of Assets |
|  | First Client | Second Client | Joint |
| Fixed Assets | Main home | £ | £ | £ |
| Other Property | £ | £ | £ |
| Belongings (Contents, Valuables, Car) | £ | £ | £ |
| Sub Total | **£** | **£** | **£** |
| Cash Deposits | Bank / Building Society Deposits | £ | £ | £ |
| Cash ISA’s | £ | £ | £ |
| National Savings (Inc. Premium Bonds) | £ | £ | £ |
| Other | £ | £ | £ |
| Sub Total | **£** | **£** | **£** |
| Equity Investments | Investment ISA’s / PEPs | £ | £ | £ |
| Unit Trusts / OEIC’s / Investment Trusts | £ | £ | £ |
| Life Assurance Bonds | £ | £ | £ |
| Shares | £ | £ | £ |
| Other Investments | £ | £ | £ |
| Sub Total | **£** | **£** | **£** |
| **TOTAL** | **£** | **£** | **£** |

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| Cash / Deposit Investments |
| Bank, Building Society & National Savings Deposits |
| **Account Holder**  | **Bank / B Soc.** | **Type of Account** | **Balance**  | **Interest Rate** | **Notice** | **Gross Interest** |
| 1 / 2 / Joint |  |  | £ | % |  |  |
| 1 / 2 / Joint |  |  | £ | % |  |  |
| 1 / 2 / Joint |  |  | £ | % |  |  |
| 1 / 2 / Joint |  |  | £ | % |  |  |
| 1 / 2 / Joint |  |  | £ | % |  |  |

What amount would you be happy to retain as an emergency fund? £\_\_\_\_\_\_\_\_

*Please note: We suggest 6 months of outgoings (excluding savings) is generally accepted as a reasonable ‘safety net’ although it will be different for each individual.*

 **ISA**
Have you utilised your ISA allowances for this year ? Yes / No

Have you utilised your capital gains allowance for this tax year Yes / No

**TRUSTS**
Have you invested any funds in Trust for the benefit of others? Yes / No
If yes please give details.

Are you a named beneficiary in a Trust set up by another person? Yes / No
If yes please give details.

**WILL**Have you made a WILL? Yes / No
*If yes please give details.*

**Executors:**

**Beneficiaries:**

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| Investment Details not managed by Watt Money |
| ISA’s Unit Trusts OEIC’s Investment Trusts, Insurance Bonds, Shares Etc. |
| Client | Company and Fund | Plan / Fund Type | Purchase Date | Maturity Date | No. Of Units / Shares | Purchase Price / Original Value | Current Value |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  |  | £ | £ |

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| Protection Details not managed by Watt Money |
| Life Assurance Policies / Death in Service / Critical Illness Cover |
| Client | Life Company | Type of policy | Start Date | Maturity Date | Sum Assured | Current Value |
| 1st/2nd/Joint |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  | £ | £ |
| 1st/2nd/Joint |  |  |  |  | £ | £ |
| Client | Life Company | Type of Cover (Accident, sickness and unemployment) | Start Date | Maturity Date | Deferred period | Premium | Benefit Payable |
| 1st/2nd/Joint |  |  |  |  | £ | £ | £ |
| 1st/2nd/Joint |  |  |  |  | £ | £ | £ |
| 1st/2nd/Joint |  |  |  |  | £ | £ | £ |

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| Mortgage and Loans |
| Details of Mortgages on Main Residence 2nd Home and Investment Property  |
| Client | Lender | Balance | Rate and re-mortgage date (Fixed current terms) | Repayment Type (Interest only repayment mix) | Term Outstanding | Other Details (eg Buy to Let) |
| 1st/2nd/Joint |  | £ |  |  |  |  |
| 1st/2nd/Joint |  | £ |  |  |  |  |
| 1st/2nd/Joint |  | £ |  |  |  |  |
| 1st/2nd/Joint |  | £ |  |  |  |  |

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| Personal Loans, HP and Interest Free Credit  |
| Client | Lender | Original Loan | Date Started | Term of Loan | Monthly Payment | Purpose of Loan |
| 1st/2nd/Joint |  | £ |  |  | £ |  |
| 1st/2nd/Joint |  | £ |  |  | £ |  |
| 1st/2nd/Joint |  | £ |  |  | £ |  |
| Credit Cards  |
| Client | Card provider | Current Balance  | Monthly Payment / Repaid Each Month  |
| 1st/2nd/Joint |  | £ | £ |
| 1st/2nd/Joint |  | £ | £ |

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| Pensions not managed by Watt Money |
| Details of Company Pension Arrangements (Past and Present) |
| Client | Scheme Name | Scheme Type Final Salary / Money Purchase  | Current Fund Value | Current contribution level Employee/er | Retirement Age | Notes |
| 1st/2nd/Joint |  |  | £ | £ |  |  |
| 1st/2nd/Joint |  |  | £ | £ |  |  |
| 1st/2nd/Joint |  |  | £ | £ |  |  |
| 1st/2nd/Joint |  |  | £ | £ |  |  |

**Notes:**

**I/We are happy that this document has been filled out correctly**

**Signed and dated:**

**Client one……………………………………….**

**Signed and dated:**

**Client two………………………………………**

**Adviser signed and dated:**

**…………………………………………………….**