WILTSHIRE PARAPLANNING

DOCUMENT HANDOVER

IHT Replacement and New Business (Including EIS and ITS)

Adviser:	Client 1:
Date:	Client 2:

PoA or Trustee (If yes, please provide copies)	Yes	No

Salesforce Checklist

Please confirm that you have completed the following sections in Salesforce as this ensures the CFR is complete

Meeting date noted under "Activity" section
Details section fully complete
Relationships – ensure spouse and children included – spouse should appear under 'Related Accounts'
Financials Section fully complete
Income & Expenditure
Advice – Advice Record created for this particular advice
Disclosure – updated if applicable
Advice Record completion – click into Advice record and complete everything under 'Client Needs' (all questions answered)*

*This will also be where your meeting notes with the client will be recorded

Servicing agreement in place (regularity of reviews):

IAF and OAF to apply:

If Initial Advice Charge sacrifice is required, would you prefer: Maximise Credit Maximise IAF

IHT Replacement and New Business (Including EIS and ITS)

Recommendation

New Money		Replacement	
Has IHT Planning been undertaken previously?*	Yes	No	
Has an IHT calculation been completed?**	Yes	No	

* If yes, please ensure details of previous planning is recorded (details of previous gifts etc.), together with copy of Will and that any trust forms are on file.
** If the client has any IHT-exempt assets, ensure that this is fully noted in the CFR.

Solutions

*If offshore versions have been recommended, please note this in the recommendation box below and explain reason why if applicable.

* Recommended to clients with a high ATR with minimum ATR being Upper-Medium.

Gift Plan	Loan Plan
Discounted Gift Plan	Later Life Planning Scheme
ITS*	Enhanced Gift Plan
AIM / AIM ISA*	EIS*
Other	

For Replacements

Please note which plans are to be replaced

If you wish for a specific plan to transfer to a specific product, please document in the 'recommendation' box.

Current Provider	Policy Type	Policy Number	Owner	To Be Replaced

IHT Replacement and New Business (Including EIS and ITS)

Recommendation

Including investment amounts, product type to be used or expand on 'other' product recommended and why.

Ownership

Please provide details of ownership. For Bonds, please provide full details of the recommended set up, including recommended lives assured, trustees and beneficiaries.

For bonds being placed in trust a younger life assured is always recommended.

Confirm that access to the lives assured on Salesforce and iBusiness has been provided

Confirm that the a corporate iBusiness record for the trust has been created

Confirm that the relevant lives assured record have been created on iBusiness

For recommendations for joint Bonds in Trust, confirm if two individual plans were considered and why discounted.

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Fund/Portfolio Selection

Select Option:

For EIS and ITS, a spread across maximum possible number of providers is expected.

Reason for Selection

Please indicate why a particular fund/portfolio has been selected in preference to other similar risk rated fund.

Income

Income being taken? Yes No		Commencement date:
Fixed		Natural
Percentage withdrawals:	Amount:	Frequency:

Please use the space below to provide more detail of the income if needed.

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Disclaimer

On receipt of the Business Assurance approval memo for the above mentioned case, I understand that I will be invoiced as per the fees menu or as agreed in writing where relevant.

If the case does not proceed to Business Assurance for approval because we cannot recommend the client transfers any/all of their plans, I understand and agree that I will be invoiced for NPW fees as outlined in the Services and Fees menu.

I also understand that if the CFR has not been adequately completed that Wiltshire Paraplanning may charge up to £100 to cover any additional admin time to complete this for you.

Type Partner Name

Date