Retirement income: Client information sheet

Preliminary information

Advisor name

Wholesaler name

Client first name

Year of birth (i.e yyyy)

Sex

◉ Male ○ Female ○ Other

Employment details

Province of residence

Is your client currently retired?
If no, answer questions 1 and 2 below

◉ Yes ○ No

1 | Desired retirement age

2 | Annual gross employment income

Defined benefit pension plan

Does the client have a defined benefit (DB) pension plan?
If yes, answer question 1 or 2 below.

◉ Yes ○ No

1 | Is the client currently receiving the DB pension?
If yes, what is the annual amount?

2 | If not currently receiving the DB pension, what is the projected pension start age and annual amount?

Does the pension payment change? If yes, provide additional details including the new benefit and age which it begins

○ Yes ○ No

Is the pension indexed for inflation?

○ Yes ○ No

Government retirement benefits

Is your client currently receiving CPP or QPP?
If yes, answer question 1 below. If no, answer questions 2 & 3 below.

◉ Yes ○ No

1 | Current annual CPP or QPP pension amount?

2 | What age does the client intend to start collecting CPP or QPP?

3 | What is the projected annual CPP/QPP amount once the client starts collecting?

Is the client currently receiving Old Age Security (OAS) benefits? If yes, answer question 1 below. If no, answer questions 2 & 3 below.

◉ Yes ○ No

1 | Enter the current annual Old Age Security (OAS) Benefit?

2 | At what age does the client plan on collecting OAS?

3 | Will the client have 40 years of Canadian citizenship or legal residence at the above age? If no, provide number of years of Canadian citizenship/legal residence.

○ Yes ○ No

Registered investments (leave blank if N/A)

Registered Retirement Savings Plan (RRSP) current market value?

1 | Annual RRSP contributions?

2 | Carry forward RRSP contribution room amount?

Defined contribution (DC) plan current market value?

Locked-in Retirement Income Account (LIRA) current market value?

Registered Retirement Income Fund (RRIF) current market value?

Life Income Fund (LIF) current market value?

Tax-Free Savings Account & non-registered investments (leave blank if N/A)

Tax-Free Savings Account (TFSA) current market value?

1 | Carry forward TFSA contribution room amount?

Non-registered savings – current market value?

Non-registered savings – adjusted cost base (ACB)?

Annual contributions to the TFSA and non-registered savings account(s)?

Joint non-registered savings with a spouse or common-law partner (if applicable)? If yes, answer questions 1 & 2 below.

◉ Yes ○ No

1 | Current market value of joint non-registered savings?

2 | What is the adjusted cost base (ACB) for the joint non-registered savings?

Corporate investments (leave blank if N/A)

Does the client own investments in a corporation?
If yes, please answer the following questions. If no, proceed to the next section.

◉ Yes ○ No

What is the current market value of the corporate investments?

What is the adjusted cost base (ACB) of the corporate investments?

What amount of corporate income is immediately paid out?

What amount of corporate income is retained annually for investing?

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Would you like to set the notional account balances?
If yes, answer questions 1 to 5 below:

◉ Yes ○ No

1 | Non-eligible refundable dividend tax on hand (NERDTOH) balance?

2 | Eligible refundable dividend tax on hand (ERDTOH) balance?

3 | Low-rate income pool (LRIP) balance?

4 | General rate income pool (GRIP) balance?

5 | Capital dividend account (CDA) balance?

How does your client intend on drawing retirement income from the corporate investments?

☐ Fixed annual amount. Annual amount desired

☐ Deplete by desired retirement age

☐ Deplete by report end

Additional questions

Tell us about any one-time withdrawals your client plans to make in retirement (for example, a child's wedding, new vehicles, other large purchases etc.). Please provide the amount and year in which the withdrawals will occur.

Does your client have any custom income sources that can be used towards retirement income? (for example, registered annuity, non-registered life/term annuity, child tax credit, child support, spousal support, rental income and/or other). If yes, please provide a brief description and annual amount.

Tell us about any one-time deposits your client plans to receive (for example, sale of a business, downsizing of a home). Please provide the amount and the year of the deposit.

What is the client's investment risk profile?
(Please select from options 1-4)

◉ Conservative (4% annual return)

○ Moderate (5% annual return)

○ Growth (6% annual return)

○ Aggressive (7% annual return)

Is there anything else we might need to know about your client's retirement income needs? (working part time, etc.)

Desired after-tax retirement income?

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