FINANCIAL ADVISORS · FREE TEMPLATE

Financial advisor client intake form

What to ask a new client before your first meeting: who they are, who they share finances with, and the accounts they want you to manage, with a statement for each.

About you

Each person answers this for themselves: the client, and their spouse or partner too when you send it to them.

Full legal name **(required)**

Email address **(required)**

Mobile number

Date of birth

Work

Each person answers this for themselves: the client, and their spouse or partner too when you send it to them.

Employer

Occupation

Identity

Each person answers this for themselves: the client, and their spouse or partner too when you send it to them.

☐ **Photo ID** (required)
A driver’s license or passport is fine.

Your household

Marital status

☐ Single
☐ Married
☐ Domestic partnership
☐ Divorced
☐ Widowed

Spouse or partner’s full name

Asked only if the answer to “Marital status” is Married or Domestic partnership.

Accounts you would like us to manage

Brokerage, IRA, 401(k) or anything else you would like to move — add each one.

Add one for each account. Copy this section as many times as you need.

Where it is held

Account type

☐ Brokerage
☐ Traditional IRA
☐ Roth IRA
☐ 401(k)
☐ 403(b)
☐ Other

Last four digits of the account number

Only the last four. Never send the whole number here.

☐ **The most recent statement**

The latest month or quarter is fine.

Before we meet

Anything we should know before we meet
