

## Checklist Definition

### Income Tax Meeting

0	THINK CREATE CHALLENGE
10	Create and print agenda using Worldox Document #21664 - Meeting Three Agenda - Risk Management and Income Tax. Crest Brilliant White.
20	Print Income Tax Meeting Graph (WD #3372) on Crest Brilliant for client presentation and black binder.
30	Verify income tax checklist completed by FA and IA.
40	Contact CPA to discuss any recommendations they may have for the client.
50	If appropriate, print Employing Your Children in Your Business (Worldox #11590) on Crest Brilliant for client presentation and black binder.
60	If appropriate, complete Central Carolina Community Foundation paperwork, Worldox/Resources/ADM/CCCF on Crest Brilliant White.
80	If appropriate, print Roth IRAs for Children (Worldox #11588) for client presentation and black binder.
90	If appropriate, print Gifting Appreciated Securities (Worldox #16548) on Crest Brilliant White for client presentation and black binder.
100	If appropriate, print AMT White Paper - Oppenheimer (Worldox #21856) on Crest Brilliant White for client presentation and black binder.
110	Print draft of income tax meeting notes (Worldox # 38333) and copy this template to the client's fin/com Worldox folder. Be sure to type INCOME TAX MEETING in the comment section of the Worldox profile.
120	Print Interim Assessment Questions using Worldox #4402 on regular paper.
125	Create income tax letter for following year. Copy and save TAX LETTER TEMPLATE (Worldox #23752) and profile accurately clients/unit/tax/adm; Title Income Tax Letter (insert following year); Adjust paragraphs in template accordingly. Review Tax Paragraph Template (Worldox #7642) for any appropriate paragraph additions.
130	Send e-mail to IA to calculate income tax drag on portfolio returns using the following formula: (Taxable interest x MTB) + Qualified dividends x 19%) + (Ordinary dividends x MTB) + (Capital gain/loss x 19%) = X/12/31 portfolio balance of prior year
140	If client is turning 70.5 or is already 70.5, confirm AdviceFlow is initiating Minimum Required Distribution Workflow and if not, create to do with Minimum Required Distribution in regarding and cut and paste Minimum Required Distribution Workflow from Reports, Workflow Definition with due date of November 15 of the current year.

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| 150 | Review power point presentation for Income Tax Meeting (Worldox #38318), edit for client specific presentation based on income tax meeting review by principal and income tax strategist, save in Worldox unit/client/fin/pre and print for client binder on Crest Brilliant White. |
| 160 | Read through all previous client meeting notes.                                                                                                                                                                                                                                     |
| 170 | Scan documents profiled in Client/Unit/INS to verify FA is aware of all information for the client.                                                                                                                                                                                 |