The National Association of Personal Financial Advisors

Comprehensive Financial Advisor Checklist

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Your financial circumstances are complex. Making, or avoiding, a move in one area may impact your goal to retire comfortably or leave assets to others. A comprehensive financial advisor works with you to identify your long term goals, analyze your current situation, make prudent recommendations and support you along the way. But, how do you find out if an advisor provides comprehensive financial planning services and is able to deliver prudent recommendations? With the growth of the industry, and the loose-usage of terms like comprehensive financial planning, Fee-Only and financial advisor, the National Association of Personal Financial Advisors (NAPFA) wants to help.

Use the checklist below to screen financial advisors. It will help you identify a prospective advisor's abilities and competencies. For an expanded tool to evaluate advisors, download the full Comprehensive Financial Advisor Diagnostic at www.napfa.org.

Comprehensive services offered:

	Yes	*No*
Goal setting	☐	☐
Cash budgeting/management	☐	☐
Tax planning	☐	☐
Investment review/planning	☐	☐
Estate planning	☐	☐
Insurance needs	☐	☐
Education funding	☐	☐
Retirement planning	☐	☐

Method of providing services:

Provide a Written Analysis	☐	☐
Provide Recommendations	☐	☐
Provide Implementation	☐	☐
Provide Ongoing Advice	☐	☐

Educational background:

College Degree	☐	☐
Primary Area of Study:______		
Graduate Degree	☐	☐
Primary Area of Study:_____		

Will you sign a Fiduciary Oath?	☐	☐

Credentials and professional affiliations:

	Yes	*No*
NAPFA – Registered Advisor	☐	☐
Certified Financial Planner (CFP)	☐	☐
Chartered Fin. Consultant (ChFC)	☐	☐
Certified Public Accountant (CPA)	☐	☐
Masters of Science, Financial Services (MSFS)	☐	☐
Financial Planning Association (FPA)	☐	☐
Other:______		

Experience:

How long has the advisor provided financial planning services? ______

Compensation:

Fee-Only	☐	☐
Commissions	☐	☐
Fee-Based (Fee and Commissions)	☐	☐
Fee Offset	☐	☐

Regulatory:

Have you ever been subject to Disciplinary Action?	☐	☐
Is your firm a Registered Investment Advisor?	☐	☐

Fee Only ™