



**FINANCIAL PROFESSIONAL  
INTERVIEW QUESTIONNAIRE**

## USING THE FINANCIAL PROFESSIONAL INTERVIEW QUESTIONNAIRE

This questionnaire will assist you in choosing a financial professional. You can use the questionnaire during a preliminary interview or send it to the financial professional as part of an initial screening. We recommend that you interview several individuals from different firms in order to choose a financial professional whose investment strategy most closely matches your risk tolerance and financial goals. It is important to choose a financial professional who is qualified through training and experience, who puts your financial well-being first, and who conducts business in compliance with applicable laws. It is equally important to review the financial professional's disclosure document – information that the adviser is required by law to provide to clients.

After you have narrowed down your options, be sure to visit the New Jersey Bureau of Securities' website at [www.NJSecurities.gov](http://www.NJSecurities.gov) or call **1-866-I-Invest** to check the financial professional's registration and disciplinary history.

Once you have selected a financial professional, be sure to discuss your financial circumstances, your investment experience, and your investment goals with them.

The Financial Professional Interview Questionnaire contains five basic sections:

**“About the Practice”** will give you information on what kind of clients the financial professional services. Generally, the more experience the financial professional has with people like you, the better. Ask the financial professional for permission to speak with clients, and ask these clients how much better off they are as a result of the services of the adviser.

**“Experience, Licenses and Education”** will give you information about how long the financial professional has been in business, and the financial professional's professional background. For instance, you may want to check to see if the financial professional is primarily a stockbroker or an insurance agent. Depending on your needs, you may want to look for broader experience.

**“Services and Products”** will tell you how the financial professional implements recommendations. Avoid financial professionals who try to “sell” a product rather than provide sound advice appropriate to your financial situation and goals.

**“How the Financial Professional is Paid”** will tell you how the financial professional is compensated. It is important that you understand and agree with the method of compensation.

**“Regulatory and Compliance”** will give you information on the financial professional's disciplinary history.

## Financial Professional's Information

Name: \_\_\_\_\_

Name under which business is conducted, if different: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

---

## About the Practice

1. How many clients do you currently serve?

fewer than 25     25 - 50     51 - 100     over 100

2. What is your clients' most common investment objective? Please rank in order, with 1 being most common and 4 being least common.

1)

2)

3)

4)

3. What is your clients' most common age range? Please rank in order on a scale from 1 to 4, with 1 being most common and 4 being least common.

\_\_\_\_\_ Under 35      \_\_\_\_\_ 36-50      \_\_\_\_\_ 51 - 65      \_\_\_\_\_ over 65

4. What is your clients' most common income range? (Total income per household before taxes.) Please rank from 1 to 4, with 1 being most common and 4 being least common.

\_\_\_\_\_ \$0 - \$35,000 yr.    \_\_\_\_\_ \$36,000 - \$75,000 yr.    \_\_\_\_\_ \$76,000 - \$150,000 yr.    \_\_\_\_\_ in excess of \$150,000 yr.

5. Do you take discretionary authority over client accounts?  yes  no

If yes, is there an independent review of such accounts?  yes  no.

How often? \_\_\_\_\_

6. Will you provide me with references from clients?  yes  no

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Will you provide me with a sample copy of a plan or a sample list of recommendations?  yes  no

---

## Experience, Licenses and Education

Please provide me with a current copy of your disclosure document.

1. Are you registered with the State of New Jersey, Bureau of Securities?

2. How long have you been registered as an agent/registered representative of a broker-dealer? \_\_\_\_\_

3. How many firms have you worked for as an agent/registered representative? # \_\_\_\_\_ of firms

Please list the names of the firms and dates:

FIRM NAME	DATE(S)

4. Do you provide financial planning or investment advisory services? \_\_\_\_\_ If yes, # \_\_\_\_\_ years

5. How long have you been registered as an investment adviser representative? \_\_\_\_\_

6. How many firms have you worked for as an adviser? # \_\_\_\_\_ of firms

Please list the names of the firms and dates:

FIRM NAME	DATE(S)

7. What educational degrees have you earned?

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Year received: \_\_\_\_\_

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Year received: \_\_\_\_\_

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Year received: \_\_\_\_\_

---

## Services and Products

1. Which financial services do you provide? Please check all that apply.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Comprehensive Financial Planning | <input type="checkbox"/> Tax Preparation    | <input type="checkbox"/> Investment and Asset Management |
| <input type="checkbox"/> Tax Planning                     | <input type="checkbox"/> Brokerage Services | <input type="checkbox"/> Retirement Planning             |
| <input type="checkbox"/> Mutual Fund Selection            | <input type="checkbox"/> Estate Planning    | <input type="checkbox"/> Timing Service                  |
| <input type="checkbox"/> Business Planning                | <input type="checkbox"/> Insurance          | <input type="checkbox"/> Educational Funding             |
| <input type="checkbox"/> Other (specify): _____           |   |  |

2. Will you provide a written analysis of my particular financial situation and recommendations?  yes  no

3. Will you provide continuous and regular asset management services for my account?  yes  no

4. Do you take custody of assets?  yes  no

If yes, are you insured?  yes  no

If yes, will you provide proof of insurance?  yes  no

5. Do you recommend specific investment products?  yes  no  
 If yes, which products do you offer? Please check all that apply.
- Stocks  United States Government Securities  Bonds  
 Municipal Securities  Mutual Funds  Options  
 Futures/Commodities  Limited Partnerships  Insurance Products  
 Certificates of Deposit  
 Coins or Other Collectibles (specify): \_\_\_\_\_  
 Other (specify): \_\_\_\_\_
6. Do you provide assistance with implementation?  yes  no
7. Will my account be a:  brokerage account  advisory account
8. Are you required by law to always act in my best interests?  yes  no
9. Will you put that in writing?  yes  no
- 

## How the Financial Professional is Paid

1. How are you compensated? Please check all that apply.
- Commissions and loads for financial products purchased or sold  
 Fee (specify):  initial  hourly  retainer  
 Percentage of assets managed  
 Performance fee  
 On-going fees for financial products purchased  
 Fee offset (You charge a flat fee that is offset by commissions earned)  
 Salary  
 Other (specify): \_\_\_\_\_
2. How is your compensation calculated? Please indicate all that apply.
- Based on an hourly rate of \$\_\_\_\_\_
- Fee range of \$\_\_\_\_\_
- Minimum fee of \$\_\_\_\_\_
- Percentage (\_\_\_\_%) of \$\_\_\_\_\_
- Other (specify): \_\_\_\_\_
3. Are your fees negotiable?  yes  no
4. Can you provide me a fee schedule? If so, please provide.
5. Will you inform me in advance of:
- a. The amount of commissions/loads I will pay on the purchase/sale of a product?  yes  no  
 b. Any discounted sales charge related to a quantity purchase of a product?  yes  no  
 c. Any special or enhanced compensation you receive on the sale of any product?  yes  no
6. Do you or any related party receive compensation from any persons or firms to whom I may be referred?  
 yes  no

7. What potential conflicts of interest do you have when recommending investment products to me and will you disclose those conflicts?

---

---

---

---

## Regulatory and Compliance

If your answer to any of the following questions is "yes", please attach a document describing the event or proceeding.

1. Has any court ever entered a judgment against you in connection with any investment-related activity?  
 yes  no
2. Have you ever been involved in an arbitration proceeding that was settled or decided against you?  
 yes  no
3. Have you ever been the subject of an order issued by a:
  - a. Federal regulatory agency?  yes  no
  - b. State regulatory agency?  yes  no
  - c. Self-regulatory organization?  yes  no
4. Have you been discharged or permitted to resign because you were accused of violating industry standards or investment-related statutes?  yes  no
5. Are you currently involved, directly or indirectly, in any regulatory investigation or action, customer complaint, civil litigation or criminal proceeding?  yes  no
6. Within the past 10 years, have you made a compromise with one or more creditors for an amount exceeding \$1,000 or filed a bankruptcy petition, or been the subject of an involuntary bankruptcy petition?  yes  no