



INSTRUCTIONS FOR PRIMARY ACCOUNT OWNER

In order to abide by industry regulations, your Financial Advisor was unable to bring copies of client files, account statements and records with him/her when he/she left his/her previous firm. As such, we need you to provide the information requested below in order for us to establish investment account(s) for you at RBC Wealth Management.

- 1. Please complete this worksheet in its entirety; page 1 should be completed by the primary account owner and page 2 (if applicable) should be completed by the joint account owner. If you prefer, you may also provide the requested information by phone.
2. Return this worksheet with the Account Transfer Form(s) (ACAT Forms) included in your packet and a copy of your most recent account statement(s) in the postage paid envelope provided.

After we receive the information, your account(s) will be established and new account paperwork will be sent to you for your signature

PERSONAL- PRIMARY ACCOUNT OWNER

Social Security Number

Form with fields: Dr. (checkbox), First Name, Middle Initial, Last Name

Form with fields: Full Date of Birth, Marital Status (checkboxes: Divorced, Married, Single, Widowed)

Form with fields: Number of Dependents (including self), U.S. Citizen/Permanent Resident? (checkboxes: Yes, No)

Form with fields: Home Phone, Cell (checkbox), Work Phone, E-mail Address

Form with fields: Street, Apartment/Suite Number (checkbox)

Form with fields: City, State, Zip Code

FINANCIAL

Form with sections: Annual Income (exclude spouse's income), Liquid Assets (include immediate household liquid assets). Includes multiple checkboxes for income and asset ranges.

Form with sections: Net Worth (exclude value of home), Tax Bracket. Includes checkboxes for net worth and tax bracket categories.

Form with fields: Known FA Since, Years as an Investor, Investment Experience (checkboxes: None, Limited, Average, Extensive)

Form with section: INVESTMENT OBJECTIVE\*\*. Includes checkboxes for Preservation of Principal/Income, Growth, Speculation, Balanced/Conservative Growth, Aggressive Growth.

ASSOCIATIONS

Form with sections: 1. Broker Dealer Associations, 2. Controlling Security Positions, 3. Employee Relationship. Includes checkboxes for Yes/No and text fields for names and positions.

EMPLOYMENT

Form with fields: Employment Status (checkboxes: Employed, Retired, Self-employed or small business owner, Student, Not employed), Employer Name, Occupation, Employer Address

Use only for clients who are in the process of transferring assets from the financial advisor's former employer



**PERSONAL- JOINT ACCOUNT OWNER**

<input type="checkbox"/> Dr.	First Name	Middle Initial	Last Name
Social Security Number		Full Date of Birth	Marital Status <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed
Number of Dependents (including self)		U.S. Citizen/Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Phone _____		<input type="checkbox"/> Cell <input type="checkbox"/> Work Phone _____	E-mail Address _____
Street		<input type="checkbox"/> Apartment/Suite Number	
City		State	Zip Code

**FINANCIAL**

<b>Annual Income (exclude spouse's income)</b>		<b>Liquid Assets (include immediate household liquid assets)</b>	
<input type="checkbox"/> Less than \$50,000	<input type="checkbox"/> \$400,000 - \$499,999	<input type="checkbox"/> Less than \$100,000	<input type="checkbox"/> \$500,000 - \$999,999
<input type="checkbox"/> \$50,000 - \$99,999	<input type="checkbox"/> \$500,000 - \$749,999	<input type="checkbox"/> \$100,000 - \$249,999	<input type="checkbox"/> \$1,000,000 - \$2,999,999
<input type="checkbox"/> \$100,000 - \$199,999	<input type="checkbox"/> \$750,000 - \$999,999	<input type="checkbox"/> \$250,000 - \$499,999	<input type="checkbox"/> \$3,000,000 +
<input type="checkbox"/> \$200,000 - \$299,999	<input type="checkbox"/> \$1,000,000+		
<input type="checkbox"/> \$300,000 - \$399,999			
<b>Net Worth (exclude value of home)</b>		<b>Tax Bracket</b>	
<input type="checkbox"/> Less than \$100,000	<input type="checkbox"/> \$500,000 - \$999,999	<input type="checkbox"/> 0 - 10%	<input type="checkbox"/> 26 - 28%
<input type="checkbox"/> \$100,000 - \$249,999	<input type="checkbox"/> \$1,000,000 - \$2,999,999	<input type="checkbox"/> 11 - 15%	<input type="checkbox"/> 29 - 33%
<input type="checkbox"/> \$250,000 - \$499,999	<input type="checkbox"/> \$3,000,000 +	<input type="checkbox"/> 16 - 25%	<input type="checkbox"/> 33% +
Known FA Since	Years as an Investor	Investment Experience: <input type="checkbox"/> None <input type="checkbox"/> Limited <input type="checkbox"/> Average <input type="checkbox"/> Extensive	

**EMPLOYMENT & ASSOCIATIONS**

Employment Status  Employed  Retired  Self-employed or small business owner  Student  Not employed

Employer Name	Occupation	Employer Address
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**1. Broker Dealer Associations** – Are you associated with another B/D?  Yes  No  
If yes, name of B/D and your position: \_\_\_\_\_

**2. Controlling Security Positions** – Are you in a control position?  Yes  No  
If yes, name of company and your position: \_\_\_\_\_

**3. Employee Relationship** – Are you related to an RBC Wealth Management employee?  Yes  No  
If yes, name of employee and position: \_\_\_\_\_

**IRA BENEFICIARIES – PLEASE ATTACH SEPARATE SHEET AS NECESSARY\*\***

<b>Beneficiary 1</b> _____%	<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	Relationship to Owner <input type="checkbox"/> Spouse <input type="checkbox"/> Non-spouse <input type="checkbox"/> Estate/Entity <input type="checkbox"/> Trust
First Name	Middle Initial	Last Name
Social Security Number		Date of Birth
<b>Beneficiary 2</b> _____%	<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	Relationship to Owner <input type="checkbox"/> Spouse <input type="checkbox"/> Non-spouse <input type="checkbox"/> Estate/Entity <input type="checkbox"/> Trust
First Name	Middle Initial	Last Name
Social Security Number		Date of Birth

\*\*As this information may vary by account, please provide additional documentation for each account, or if you prefer, you may provide this information by phone.