

Fact find:

Corporate business owners

General

1. Legal name and operating name of the corporation

2. Is it a private corporation?

Yes No

3. What type of company is it?

Holding

Operating

Investment

Real estate

Other _____

4. Provide a copy of the organization structure. Please attach.

5. Is the corporation a qualified small business corporation for tax purposes?

Yes No

6. What is the current fair market value of your corporation?

How did you calculate that value?

7. What is the share ownership structure of the company?

Name of shareholder	Type of shares	Percentage of shares owned	Adjusted cost base of shares	Paid-up capital of shares	Title, if also employed by the company?	U.S. citizen, resident or green card holder?

8. Are there any employee(s) related to shareholder(s) – for example, family members of the shareholder?

Name of employee	Relationship to shareholder	Position	U.S. citizen, resident or green card holder

9. Name and phone number of other professional service providers

Advisor	Name	Phone number
Lawyer		
Accountant		
Banker		
Investment broker		

10. Details of current life insurance, critical illness insurance and disability insurance policies

Type of insurance policy*	Insurer, term and characteristics of policy	Insured	Owner	Beneficiary	Benefit value

*Life, critical illness or disability insurance

11. Lifetime capital gains exemption amount already used

Client \$ _____ Spouse \$ _____

Buy/sell agreement questions

12. If the business has more than one shareholder, what happens to shares of a deceased shareholder?

Will surviving shareholders buy them?

Yes No

If yes, how will surviving shareholders pay for the shares?

Will shares be transferred to the spouse/heirs of the deceased shareholder?

Yes No

If yes, will the estate have enough money to pay any taxes owing at death?

Yes No

13. What happens to the shares of a retiring shareholder?

Will remaining shareholders or business buy them?

Yes No

If yes, how will remaining shareholders or business pay for the shares?

14. If a shareholder experiences a critical illness or disability:

Are they required to sell their shares?

Yes No

Are other shareholders/the company required to buy them out?

Yes No

If yes to either question, what would be the source of money to complete this transaction?

Corporate investments and surplus

15. Are you leaving surplus profits in the corporation?

Yes No

Does your corporation have investments?

Yes No

If yes, how much in tax do you pay annually on investment income?

Did you know insurance could help you save money on taxes?

Yes No

16. Are you comfortable with market risk?

Yes No

A market downturn can significantly erode your investment value.

17. Are you investing for heirs?

Yes No

If yes, did you know annual taxation inhibits growth of investments? Do you know what options are available?

Yes No

18. Are you planning to use corporate surplus funds to supplement your retirement?

Yes No

If yes, have you considered a plan to replenish withdrawn funds so inheritance(s) aren't reduced?

Yes No

Succession/estate equalization

19. Who would inherit your business?

Are any/all children interested in taking over the business?

Yes No

Is most of your estate tied up in the business?

Yes No

If yes, what would children (if any) who aren't interested in the business get?

In farming/fishing business, if the business is rolled over to the children interested in the business, how would you compensate them for accrued capital gains tax liability they are taking over as well?

20. How would you protect your estate from erosion due to possible tax liability resulting from the deemed disposition of your assets at your death?

21. Have you implemented estate freeze – for example, have you exchanged your common shares in the business for fixed value preferred shares?

Yes No

If yes, where will the money come from so the business can redeem frozen shares when you die?

Debt protection

22. Does your corporation have a mortgage, bank loan or other loans?

Yes No

If yes, did you personally guarantee the borrowed amount?

Yes No

What if the lender demands repayment if you're too sick or injured to work, or if you die?

How would your business handle repayment if it was suddenly required to repay a large loan?

23. Borrowing funds increases working capital and may unlock many opportunities.

Did you know life insurance can possibly help you negotiate better loan terms?

Yes No

Key person insurance

24. Does your company have shareholders or employees who are essential to the continued success of the business?

Yes No

If yes, how would the disability, critical illness or death of such a key person affect:

Business operations _____

Confidence of creditors _____

Confidence of customers _____

Suppliers _____

Keeping enough cash resources on hand can help reduce uncertainty and help the business continue in difficult times. Where will the business find the immediate cash during difficult times?

25. Did you know there's a way to improve your business's ability to attract and retain talent?

Yes No

Insurance can help your business do just that.

Children's education expense

26. Will your children go to college/university?

Yes No

Are they already in college/university?

Yes No

If yes to either, how will you finance their education expenses?

Do you plan to withdraw money from the corporation?

Yes No

Did you know there are tax-advantaged ways to finance education expenses for your children?

Yes No

Reduced cost of insurance

27. Are you looking to enhance the inheritance to your loved ones with lesser pre-tax cost?

Yes No