Client Onboarding Checklist

Vanilla helps advisors organize their client's complete financial and estate information to create the most comprehensive picture of their estate plans. To get started with onboarding your clients onto Vanilla, you will need to collect their family information, financial data and estate planning documents. Below is a checklist with steps to help guide you through the onboarding process:

STEP 1 Organize family information

Start to build the Client Profile by gathering the following pieces of information about your client and their family:

Client information

0 Name

- 0 State of residence
- 0 Date of birth*

Spouse	
information*	5

- 0 Name
- 0 Date of birth*
- 0 Deceased?*

Display Name For example, "Leonard Famil <mark>y</mark>	("			
Family Name				
Name *				
David Taylor				
State of Residence *				
State				•
Date of Birth				
Month	▼ Day	• Y	ear	•

Children and grandchildren information*

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0 Names

0 Primary parent (if blended family)

- 0 Dates of birth*
- 0 State of residence*
- 0 Deceased?*

STEP 2 Input financial data

Your client's financial information is illustrated in Vanilla with an ownership-driven structure consisting of accounts and assets. Create your client's balance sheet with the following data:

Breakdown of owners

- 0 Client/spouse
- 0 Revocable/irrevocable trusts
- 0 Business/charitable entities

Minor's accounts

- 0 Type
 - (Education Savings, UTMA, UGMA)
- 0 Owner
- 0 Name
- 0 Balance
- 0 Liquidity

Breakdown of accounts/assets/liabilities

0 Type

(bank account, taxable/retirement accounts, receivables, real estate, etc.)

- 0 Owner
- 0 Name
- 0 Liquidity
- 0 Balance
- 0 Beneficiaries*

 Additional fields may be required (e.g. real estate requires location/state and property type)

Life insurance

- 0 Owner
- 0 Insured
- 0 Net death benefit
- 0 Cash surrender value*
- 0 Beneficiaries

Business entities

- 0 Name
- 0 Type
- (e.g. LLC, LLP, S-Corp, C-Corp, etc.) O Location (state)
- 0 Ownership breakdown
- (person, trust, entity, outside owner)
- 0 Valuation (see accounts/assets/liabilities)

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WealthCenter Balance Sheet Accounts Assets + Liabilities Ownership Life Insurance Education and Minors' Ac				1417 Claremont Ave. Real estate Asset Details Edit		
AST UPDATED 08/14/23 11:0	9:06 AM		_	Edit Real Estate		
Asset/Liability Type All 🔻	Account Type All 🔹	Liquidity All Taxable	Estate All V	Property Owner *	Property Typ	
				Michael Leonard III's Revocable Trust 🔹	Property	
	MICHAEL LEONARD III	MICHAEL LEONARD III'S REVOCABLE TRUST	MELISSA LEONA	Property Name * This description will appear on the balance sheet.	Market Value	
 Cash and Equivalents 	\$200,000	\$1,250,000		1417 Claremont Ave.	\$1,000,00	
Cash		\$0				
Savings Account		\$1,250,000		Location *	Liquidity *	
Checking Account	\$200,000			Connecticut •	Illiquid	
 Retirement and Annuities 	\$8,131,593		\$4,330,1			
Taxable Portfolio				Mortgage Note: mortgages linked with other Real Estate assets v	will not appear in 1	
Taxable Portfolio	\$4,330,191			Mortgage for 1417 Claremont Ave.		
Leonard Ventures LLC	\$1,500,000			Remove Selection		
Melissa Leonard 401k			\$4,330,1			
Roth IRA	\$2,301,402					
Investments		\$0		ADDITIONAL OPTIONS		
Vacation Home Account		\$0				
▼ Real Estate		\$3,432,000				
1417 Claremont Ave.		\$1,000,000		Delete		
W		A4 000 000				

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STEP 3 Upload estate planning documents

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With your client's family and financial information, you can build their family tree and balance sheet in Vanilla without needing their estate planning documents. Both items can then be included in a PDF report to share with your clients.

However, in order to create a fully built-out estate plan with Estate Plan Diagrams, Waterfall, & Estate Tax Calculations; you will need to upload the following documents:

Required

Optional

Core Documents⁺

- O Revocable trust(s) (Individual or Joint, including amendments)
- 0 Pour-over will(s)‡
- 0 Will(s) (standalone, including codicils)

0 Irrevocable trust documents (ILIT, GRAT, QPRT, SLAT, etc)

Ancillary documents

- 0 Healthcare directive(s)
- 0 Power(s) of attorney
- O Living will(s)
- 0 HIPAA authorization(s)

Documents

Documents Assumptions

Current Document Checklist

These are your client's current estate planning documents.

Document Name	Document Type	Owner	Upload Date	Review Status	File	
Healthcare Directive	Healthcare Directive	Douglas Leonard	2 days ago	Not yet reviewed	Upload File	•••
Healthcare Directive	Healthcare Directive	Melissa Leonard	2 days ago	Not yet reviewed	Upload File	•••
Douglas Leonard Revocable Trust	Pour-Over Will	Douglas Leonard	June 20, 2019	Reviewed on 3/12/21	fileName.pdf	•••
Melissa Leonard Revocable Trust	Joint Revocable Trust	Melissa Leonard	June 20, 2019	Reviewed on 3/12/21	fileName.pdf	•••
+ Add Document						Link to file Edit Delete
evoked Documents hese documents have been revoked	by the client.					
Document Name	Document Type	Owner	Upload Date	Review Status	Revoked By	
Douglas Leonard Revocable Trust	Pour-Over Will	Douglas Leonard	June 20, 2019	Reviewed on 3/12/21		
Melissa Leonard Revocable Trust	Joint Revocable Trust	Melissa Leonard	June 20, 2019	Reviewed on 3/12/21		

Collect your client's estate plan documents and upload them to the Vanilla platform to complete the Client Profile.

- * Please ensure all files for dispositive documents (including any amendments and/or codicils) are uploaded in PDF format and are legible and complete.
- If you have not provided a Pourover Will, you have the option to direct Vanilla to assume one exists for the purpose of funding the Grantor's Revocable Trust.