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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

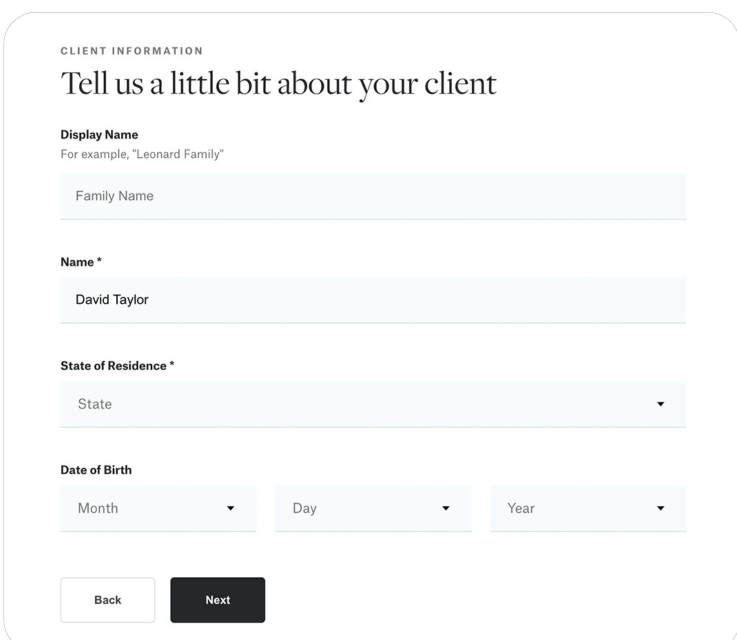
O Name
O State of residence
O Date of birth*

Spouse information*

O Name
O Date of birth*
O Deceased?*

Children and grandchildren information*

O Names
O Primary parent (if blended family)
O Dates of birth*
O State of residence*
O Deceased?*



Once you have obtained your client's family information, enter it here in Vanilla's Profile Builder.

* Optional / if applicable

STEP 2 Input financial data

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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

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

Minor's accounts

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

Breakdown of accounts/assets/liabilities

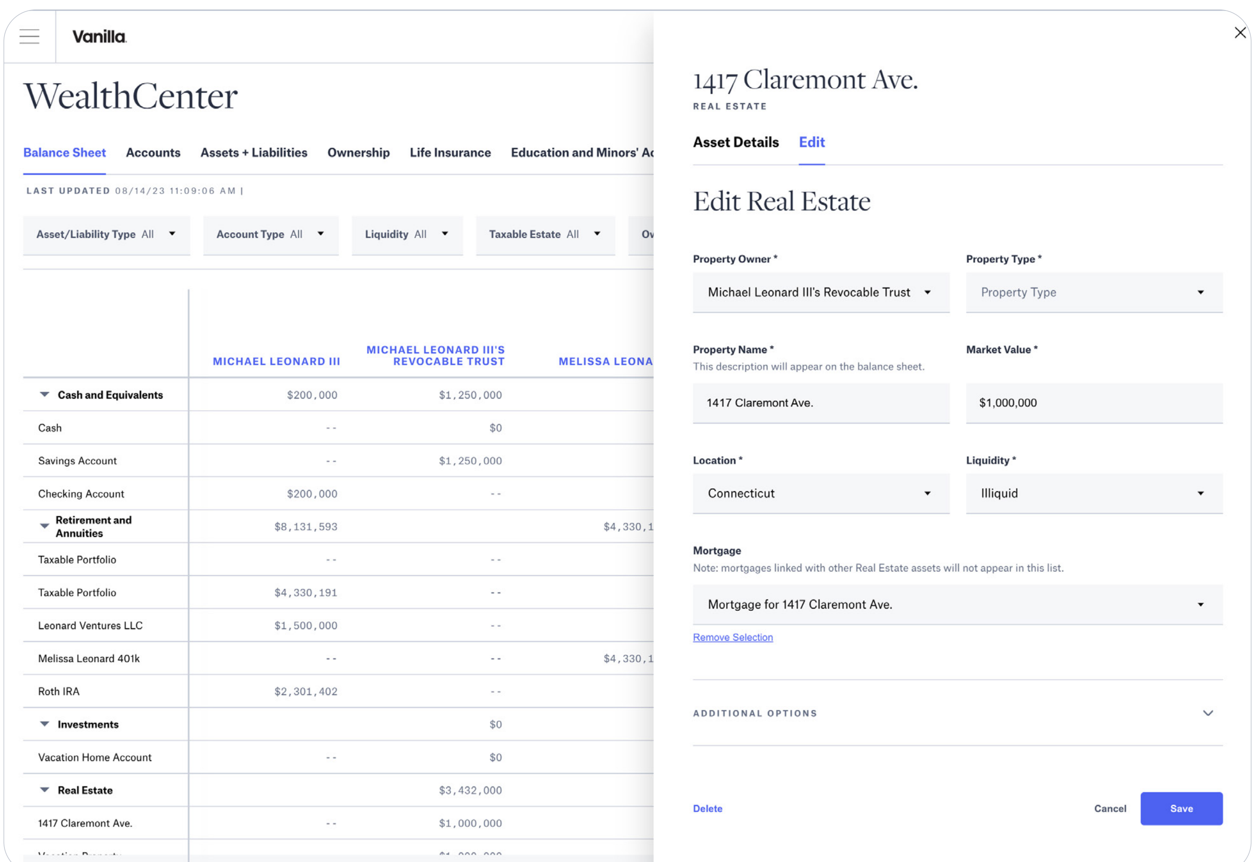
- Type
  (bank account, taxable/retirement accounts, receivables, real estate, etc.)
- Owner
- Name
- Liquidity
- Balance
- Beneficiaries*
- Additional fields may be required
  (e.g. real estate requires location/state and property type)

Life insurance

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

Business entities

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



Create your client's balance sheet by entering their financial data with integrations or manually in Vanilla's WealthCenter.

* Optional / if applicable

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

Core Documents†

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

Optional

- ○ Irrevocable trust documents (ILIT, GRAT, QPRT, SLAT, etc)

Ancillary documents

- ○ Healthcare directive(s)
- ○ Power(s) of attorney
- ○ Living will(s)
- ○ 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

Revoked Documents

These 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.