

BUSINESS SUCCESSION EVALUATION

Protecting Your Family by Protecting Your Business

Confidential Information Gathering Kit

Acknowledgement

The Business Succession Evaluation process is intended to identify business continuation objectives and needs and to provide you with general information regarding your planning options. Brokerage Unlimited, Inc. (BUI) cannot provide legal, accounting or tax advice and any statements made by any officer, employee or agent of BUI, including any legal and/or tax information, is not intended to be nor should it be interpreted as legal advice or opinion. Such services should be provided by your own advisors. As neither BUI nor its employees are permitted to practice law, there is no attorney-client relationship established between you and Brian Seigel, J.D., AEP[®].

YOUR OWN LEGAL AND TAX ADVISORS SHOULD BE CONSULTED BEFORE YOU MAKE ANY ESTATE OR BUSINESS PLANNING DECISIONS.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

DATE	ADVISOR'S NAME	ADVISOR'S PHONE NUMBER

BUSINESS INFORMATION

BUSINESS NAME	BUSINESS ADDRESS

YEAR OF FORMATION	NATURE OF BUSINESS (e.g. manufacturing, financial services, etc.)
STATE OF DOMICILE	

ENTITY TYPE <input type="checkbox"/> S-CORPORATION <input type="checkbox"/> C-CORPORATION <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP	TAX INFORMATION <input type="checkbox"/> CASH BASIS <input type="checkbox"/> ACCRUAL BASIS <input type="checkbox"/> TAX YEAR OTHER THAN CALENDAR
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ESTIMATED VALUE OF THE BUSINESS	METHOD USED TO DETERMINE THE VALUE OF THE BUSINESS <input type="checkbox"/> APPRAISAL <input type="checkbox"/> OWNER'S ESTIMATE <input type="checkbox"/> OTHER: _____ *please attach a copy of the appraisal and any supporting documents
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BUSINESS ASSETS	BUSINESS LIABILITIES

AVERAGE EARNINGS OVER THE LAST 3 YEARS (Earnings before interest, tax, depreciation and amortization - EBITA)	PROJECTED GROWTH OF EARNINGS (Growth rate for business earnings, expressed as an annual percentage, used to project future earnings for five years based on current and/or historical earnings) %
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OWNER COMPENSATION AND BONUSES	DOES THE BUSINESS HAVE A BUY-SELL AGREEMENT IN EFFECT? <input type="checkbox"/> YES (please attach) <input type="checkbox"/> NO	WHEN WAS THE BUY-SELL AGREEMENT DRAFTED?
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LIST THE FOLLOWING DETAILS FOR ALL EXISTING LIFE INSURANCE POLICIES ON THE LIVES OF THE BUSINESS OWNERS OR KEY EMPLOYEES?

Insurance Company	Face Amount	Product Type	Owner	Beneficiary
	\$		<input type="checkbox"/> Individual <input type="checkbox"/> Group	
	\$		<input type="checkbox"/> Individual <input type="checkbox"/> Group	
	\$		<input type="checkbox"/> Individual <input type="checkbox"/> Group	
	\$		<input type="checkbox"/> Individual <input type="checkbox"/> Group	

BUSINESS OWNER INFORMATION

NAME	DATE OF BIRTH	OWNERSHIP % %	INTENDED SUCCESSOR FOR BUSINESS INTEREST: <input type="checkbox"/> OTHER OWNER(S) <input type="checkbox"/> KEY EMPLOYEE <input type="checkbox"/> OWNERS CHILD(REN) <input type="checkbox"/> THIRD PARTY <input type="checkbox"/> EMPLOYEE STOCK OWNERSHIP PLAN <input type="checkbox"/> OTHER: _____
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> ACTIVE OWNER <input type="checkbox"/> PASSIVE OWNER	
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	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> ACTIVE OWNER <input type="checkbox"/> PASSIVE OWNER	
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	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> ACTIVE OWNER <input type="checkbox"/> PASSIVE OWNER	

ARE ANY OF THE OWNERS RELATED TO EACH OTHER? (If yes, please explain)