



**Phone & Fax  
(800) 608-9419**

## **Client Fact Finder Instructions**

The following information is needed to generate a customized PensionMax report for your client.

This **MUST** be completed and submitted before your client retires.

If your client chooses a PensionMax approach, their life insurance policy must be in force before they choose their pension option.

Once your client chooses a pension option and begins to receive pension benefits, the decision is irrevocable. Our PensionMax report will be of no value to them at that point.

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**Prior to submitting this information to us, you will need to do the following with your client:**

- A. Ask your client when they plan to retire and start receiving pension benefits (an exact date or month and year).
- B. Ask your client to obtain an estimated pension benefits statement for their target retirement date from their pension plan administrator.

**DO NOT ESTIMATE WHAT THEIR PENSION BENEFITS WILL BE WITHOUT THE STATEMENT.**

- C. From the estimated benefits statement, ask your client which survivor option they plan to choose.
- D. Use the copy of their estimated benefits and their desired pension survivor option to fill out this form.

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**After you have gathered your client's fact finder information:**

There are 2 ways to purchase a PensionMax Report:

- 1. A. Proceed to our website: [www.pensionmax.com](http://www.pensionmax.com).
  - B. Select the "Buy Now" button at the bottom of the home page.
  - C. Use the information you have gathered to complete all required fields in the PensionMax Report form.
  - D. You will be redirected to PayPal's secure server for payment.
- 2. A. Fax your client fact finder to (800) 608-9419.
  - B. You will be sent an invoice from PayPal to pay for your report.
  - C. Upon payment confirmation, we will process your report.

PensionMax will send you a customized report via your e-mail address. Please allow 24-48 hours to process and send your report.

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**Notes:**

The number sequence of the questions on the "Client Fact Finder" page correspond to the number sequence on the website form.

In order to protect client confidentiality, the following fields may be omitted from the report:

Field 2 Client's Last Name  
Field 6 Client's Employer Name  
Field 8 Beneficiary's Last Name

We only use this information to better customize your client's PensionMax report. Feel free to leave the optional fields blank if you desire.

Please reference the last page of this fact finder file for more information regarding fields which pertain to pension benefits.

# Client Fact Finder

\* Denotes required fields to process a PensionMax report for your client at our website, [www.pensionmax.com](http://www.pensionmax.com).

## Client Information

- 1 Client's First Name \*
- 2 Client's Last Name
- 3 Client's Gender \*
- 4 Client's Date of Birth \*
- 5 Client's Target Retirement Date \*
- 6 Client's Employer Name
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## Beneficiary Information

- 7 Beneficiary's First Name \*
- 8 Beneficiary's Last Name
- 9 Beneficiary's Gender \*
- 10 Beneficiary's Date of Birth \*
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## Client's Pension Benefits Information

- 11 Client's Monthly FULL Pension/ 401(k) Income  
(for client's life only) \*
- 12 Client's Monthly REDUCED Pension/ 401(k) Income  
(if client provides a survivor benefit for their beneficiary) \*
- 13 Beneficiary's Monthly Pension/ 401(k) Income  
(if client dies first) \*
- 14 Client's Monthly Pension/ 401(k) Income  
(if beneficiary dies first) \*
- 15 Pension/401(k)'s yearly  
Cost of Living Adjustment (COLA) Percentage \*
- 16 Is the Pension/401 (k)'s Cost of Living Adjustment  
(COLA) Percentage, Indexed (Compounded), if applicable?
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## Agent/ Financial Producer Information

- Contact Name \*
- E-mail address \*
- Phone Number \*

# More Information Regarding Fact Finder Fields

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## **Field 11 Client's Monthly FULL Pension/401(k) Income (for client's life only)**

This is the highest income your client's pension offers. It is often referred to as a "Single Life" or "Straight Life" income.

If the pension options have a numbering or lettering system, it is usually Option 1 or Option A.

This means that your client will receive pension income for his/her lifetime only. All pension income ceases at his/her death.

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## **Field 12 Client's Monthly REDUCED Pension/ 401(k) Income (if client provides a survivor income for their beneficiary)**

This is known as a survivor option within your client's pension plan.

It is a reduced income amount from your client's FULL pension income.

If your client dies first in retirement, his/her pension will continue to pay income to his/her survivor.

Your client receives a reduced pension income to provide income for his/her survivor.

If the pension options have a numbering or lettering system, they are usually Options 2,3,4, etc. or Options B,C,D, etc.

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## **Field 13 Beneficiary's Monthly Pension/401(k) Income (if client dies first)**

This is the amount of income your client's pension plan will pay his/her beneficiary if your client dies first.

It is usually at a percentage rate of the amount of income your client receives from the pension (100%, 75%, 50%, etc.)

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## **Field 14 Client's Monthly Pension/401(k) Income (if beneficiary dies first)**

Some pension plans offer a "pop-up" feature in a retiree's pension income.

This means that if his/her beneficiary dies first, the retiree's pension income reverts to the full pension income amount.

In other pension plans, the retiree receives a lifetime of reduced pension income whether their beneficiary dies first or not.

Check with your client's pension plan administrator to determine if your client's income would revert to the full pension income level if his/her beneficiary dies first.

# More Information Regarding Fact Finder Fields

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## **Field 15 Pension/401(k)'s yearly Cost of Living Adjustment (COLA) Percentage.**

Some pension plans will increase benefits on a periodic basis to adjust for inflation. They are usually measured in percentages.

Check with your client's pension plan administrator to determine if COLA's are issued, the percentage amount, and time intervals at which they are issued (i.e. yearly).

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## **Field 16 Is the Pension/401(k)'s Cost of Living Adjustment (COLA) Percentage, Indexed (Compounded)?**

### **Non-Indexed (Non-Compounding)**

Most pension plans offer a non-indexed or non-compounding cost of living adjustment.

This means that the scheduled increase in pension income to adjust for inflation will remain the same for a retiree's lifetime.

For example, the additional income from a COLA from year 1 to year 2 is the same as it will be from year 20 to year 21 in retirement.

### **Indexed (Compounding)**

Some pension plans offer an indexed or compounding cost of living adjustment.

This means that the cost of living adjustment increase is based on the retiree's current pension income and not their initial pension income in year 1 of retirement.

For example, the additional income from an indexed COLA from year 1 to year 2 will be less than it will be from year 20 to year 21 in retirement.

Check with your client's pension plan administrator to determine if COLA's are indexed (compounded) or not.