

# Business & Life Insurance Needs Analysis Questionnaire for

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(Business)

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(Owner/Client)

## I. Introduction

### A. Some things to keep in mind and share with your business owner clients:

- You specialize in working with business owners creating customized plans to address retirement, business and estate planning goals.
- As a planner, you need to get a better understanding of them, their role and their company.
- The primary goal of this initial meeting is to identify on a very high level their top planning concerns and to determine if your firm may be the right fit to provide some options for them to consider.

*[Note: Recommend researching the company/owner before you go to the client needs analysis interview using resources such as the company's website, Google, LinkedIn, Social Media, etc.]*

### B. Suggested introductory questions:

i. Please tell me about your business.

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ii. What are some of your primary business goals over the next two to five years?

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iii. What are your top challenges that you or your business may be facing?

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***Now I'd like to address some common business issues to learn more about your specific planning needs...***

## II. Protecting the Business Against the Loss of Key Employees

a. Which individuals, including yourself, are most key to the success of the business?

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b. Of the individuals you identified as key to the success of the business, if any of them voluntarily left or died, would that pose a significant financial hardship to the business?

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**PACIFIC LIFE**

- c. Can you quantify how big of a financial hardship it would pose? \_\_\_\_\_  
 What would it cost to replace this individual? What would be the impact on company sales and revenue? \_\_\_\_\_
- d. To the extent that you haven't taken steps to fully protect your business from the loss of a key employee, are either of the following concerns that you would like to address as part of your planning?
- Key employee death benefit protection  Yes  No [#1]
  - Key employee retention plans  Yes  No [#2]

### III. Business Succession

- a. Do you currently have a formal plan in place providing for the transition of your business interest in the event of death, disability, retirement, etc.?  Yes  No
- If yes, does it reflect your current goals regarding how you would ideally like to exit your business?  Yes  No
  - If you are planning on selling your interest, is there a plan in place for how the buyer will pay for it?  Yes  No
- b. (Optional) If not, if something were to unexpectedly happen to you, how would your co-owners, key employees, and clients/customers react to your spouse/heirs taking over your interest in the business? \_\_\_\_\_
- c. (Optional) If not, if something were to unexpectedly happen to you, do you feel confident that your family will be provided for (either via receiving fair value for the business or continuing to receive income from the business)? \_\_\_\_\_
- d. (Optional) If you don't have plan in place, is there someone that you can envision taking over your interest (e.g., key employee, family member, co-owner)?
- If so, do you feel that they are currently capable of taking over for you? \_\_\_\_\_
  - If they are not currently capable of taking over, have you given any thought as to how the business will survive until they are ready? \_\_\_\_\_
- e. To the extent that you don't have a properly funded plan in place that reflects your current goals regarding exiting the business, is this a top concern that you would like to address as part of your planning?  Yes  No [#3]

## IV. Retirement Planning

a. What do you envision will be the primary source of your retirement income?

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b. Have you determined how much retirement income you need to retire comfortably?

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c. If so, are you confident that you're saving enough to meet your retirement goal?

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d. If you could save more money for retirement, how much would you ideally like to put away?

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e. To the extent that you haven't taken steps to quantify your retirement goal or you're behind on your retirement savings, is this something that you would like to address as part of your planning?  Yes  No [#4]

f. Do you have a plan in place to protect your retirement assets against the risk of long term health care expenses?  Yes  No  
• If not, is this something you would like to explore?  Yes  No [#5]

g. Do you currently offer a retirement plan for your *employees* (e.g., SEP, 401(k), defined benefit plan)?  Yes  No  
• If not, is this something you would like to explore?  Yes  No [#6]

## V. Summarize and Prioritize Needs

Listed below are the planning needs covered in this business needs analysis questionnaire. In the middle column, please indicate the planning needs for which the client indicated “yes” that they would like to explore as part of their planning. Once you’ve done that, rank the “yes” responses.

Potential Planning Needs	Check if a “Yes” Response	Rank “Yes” Responses
[#1] Key employee death benefit protection		
[#2] Key employee retention planning		
[#3] Funded exit plan		
[#4] Personal retirement planning		
[#5] Long term care planning		
[#6] Employee retirement plan		

## VI. Next Steps

Our goal this meeting was to identify your potential planning needs and prioritize them. Having accomplished this, in the next meeting, we are going to do a deeper dive by doing more detailed fact finding regarding your highest priority planning need.

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