

**Business Valuation of Registered Investment Advisor (RIA) Firm  
Initial Information Needs List  
(Needs to be Made Specific to Unique Issues of Actual Entity)**



**For Questions Regarding this List Contact:**  
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**If an item does not apply, simply mark N/A for Not Applicable**

**Company:**

**Valuation Date:**

1. Federal tax returns, last five years (if corporation, partnership, or LLC). Include copies of all amended returns.
2. Schedule C and associated schedules, last five years, if Company income statement results reported on personal tax return. Include copies of any amended returns.
3. Internal annual financials (income statements, balance sheets), last five years.
4. CPA compiled, reviewed or audited annual financial statements for the last five years, if available.
5. Detailed, internal financial statements (income statements, balance sheets) for year-to-date period to Valuation Date and for the same year-to-date period of the prior year.
6. Current detailed accounts receivable aging (if there are any receivables) as of Valuation Date.
7. Revenues by client (top 10 largest client, by dollars) for latest year, AUM by client for those same clients.
8. Revenues breakdown as follows for the (a) latest year, and (b) for year-to-date to Valuation Date:
  - Recurrent revenues for assets under management
  - Fees for annuities, upfront
  - Fees for annuities, trail
  - Fees for financial planning
  - Fees for sale of other insurance products, if any
  - Other
9. Schedule of fees schedule by client and basis (what % of AUM, flat fee, hybrid or other type-specify) for latest quarterly billing on or prior to Valuation Date.
10. Assets under management- dollar amount for each of the last five years and as of Valuation Date.
11. Census of clients, such as distribution by age, geographic location, retention rate of heirs after a death event of client, etc., if available. Approximate if not readily available.
12. List of management and employees as of Valuation Date:
  - Name
  - Start date
  - Role

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Note those that are registered investment advisors, CFPs, CFAs, licensed insurance agents, etc., as of Valuation Date, including name, start date, title, whether an employee or an independent contractor.

13. Information as to client accounts that employees or independent contractors of the Company “own” and take if leaving the Company.
14. Information on any regulatory or compliance problems or complaints for Company or any of its employees.
15. Compliance, billing and other arrangements and associated contracts at Valuation Date.
16. Detailed depreciation schedule (book, tax), as of latest year end.
17. Budgets, forecasts or business plans or projections of any kind, if any.
18. Compensation paid each officer, director, shareholder/member/partner by year, last 5 years and YTD to Valuation Date.
19. Copies of existing contracts, including but not limited to the following:
  - Independent contractor agreements
  - Employment agreements
  - Covenants-not-to-compete
  - Lease on premises, if any (including from related parties)
  - Loan or line of credit agreements (and all associated agreements and documents) with banks and other financial institutions
20. Schedule of life insurance in force on officers, shareholders or their family members, with the following information on policies covering shareholders or officers, including:
  - Face amount of policy
  - Ownership of policy
  - Beneficiary
  - Cash value, if any, at the Valuation Date
  - Amount of annual premiums paid by the Company
21. Company corporation documents, including:
  - Articles of incorporation, bylaws, and any amendments (if incorporated)
  - Articles of organization, operating agreement and any amendments (if LLC)
  - Partnership agreement (if partnership)
  - Minutes, last five years to Valuation Date
  - Shareholder or buy/sell agreements and any amendments
  - Options/warrants to purchase ownership interests
22. Ownership detail as of the Valuation Date (if voting and non-voting please show)
23. Information on past transactions in Company shares (not gifts) including terms/price/contracts, etc. Copies of any valuation done.
24. Information on:
  - past, current or potential future offers/plans to buy or sell part/all of Company shares/interests or assets, even if general, in the last five years.
  - discussions with possible buyers and information on any offers received, even if non-binding.

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- copies of business plans prepared.
25. Information on any related party transactions of any kind (including but not limited to leases of real or personal property).
26. Any Company contingent or off-balance sheet assets or liabilities of any kind whatsoever as of the Valuation Date, such as:
- Pending or threatened lawsuits
  - Regulatory compliance requirements
  - Warranty or other product liability
  - Hazardous waste/environmental
  - Cybersecurity breaches, hacking, etc.
  - ERISA claims or problems. OSHA problems
  - IRS audits, disputes, tax liens
  - Letter of credit liabilities
  - Liens or judgments of any kind
  - Guarantees by Company of any obligations
  - Actual, pending or threatened default on loan, lease or financing agreements. Non-compliance with loan, lease or financing agreement terms and conditions of any kind
  - Off balance-sheet assets/liabilities not on Company balance sheet
27. Information on the following as of Valuation Date:
- Recent, pending or possible future loss or addition of a key product line, client or financing source which might materially impact the business
  - Recent loss of key employees that might harm the business, whether through a loss of revenues, by the establishment of a competing company, or other material impact on Co.
  - Pending/possible acquisitions or purchases of other companies or assets, product lines, etc.
  - Any other material factor affecting the Company, its financial, operating or investment performance or value.
28. Assets not used in the day-to-day business as of Valuation Date (e.g., marketable securities, investment or excess real estate, vehicles used by family members).
29. Information on any compensation/benefits paid to individuals not working in Co. on a daily basis:
30. Information on personal, non-business related expense paid by the Company and not otherwise treated as a shareholder/member/partner distribution.
31. Information on any unusual or non-recurring income or expense items, last 5 years.
32. Copies of any patents, trademarks, copyrights held by the Company.
33. Domain names owned by Company. If the Company uses a domain name for its website that is not owned by the Company who owns it?
34. Copies of any recent appraisals of any real estate owned as of the Valuation Date.
35. Copies of any performance comparisons and analyses of Company prepared by consultants or with Charles Schwab & Company, Fidelity, etc.