

Welcome Home to Legacy Financial Services.

Home of the Complete Financial Advisor

Not all Broker/Dealers are created the same. Legacy Financial Services strives to minimize the home office maze that most reps go through in order to run a successful business. We have specific personnel dedicated to your success; our Relationship Managers are your primary point of contact before, during, and after your move. Planning your move is a joint effort, and we know the steps to take and the pitfalls to avoid when transferring your book of business.



MEMBER NASD • SIPC

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www.joinlfs.com

Legacy Financial Services

Transition Planner

Planning Your Move

Set Your Transition Timeline With Your Relationship Manager

This process is strictly confidential. We will work with you and your staff to minimize your downtime and prepare your book of business for transfer.

Steps To Take With Legacy:

- ✓ Return the completed *Tell Us About Yourself* form to your Relationship Manager.
- ✓ Receive your approval to affiliate with Legacy Financial Services (LFS) and the Registration Kit.
- ✓ Complete Registration Kit, which includes:
 - U-4.
 - Registration fees.
 - E&O coverage.
 - Insurance appointments.
 - Business cards and stationery.
 - Outside business activity.
 - Signed contract.
- ✓ Return Kit to your Relationship Manager.
- ✓ Determine a start date with your Relationship Manager.

Other Considerations:

1. Do you have pending business?
2. Do you have shared clients?
3. Are you an Investment Advisor (Series 65 or 66)?

The Move

Your Registration Kit has been returned. Paperwork and fees are in order. You have chosen your termination date with your current B/D and your start date with LFS.

What is next?

Timing:

- ✓ 2-5 Days: NASD registration.*
- ✓ 2-5 Days: Welcome Kit.
- ✓ 2-14 Days: Insurance appointments.
- ✓ 30-90 Days: Transfer client accounts.

* NASD processing depends on disclosures and may take longer.

Your Relationship Managers continue to be your first point of contact at the Home Office. From products to technology to paperwork requirements, our Managers are here to support you. Welcome home to Legacy Financial Services!

**Call our Relationship Managers at
800-496-4330, EXT. 4603**



Questions To Ask

How many clients do you have, and what types of accounts are they?

Categorize clients; determine their account type. Whether the accounts are Direct-to-Fund or Brokerage, there is specific paperwork to complete and have your clients sign. Talk to your Relationship Manager about software designed to streamline this process.

Does your current B/D offer block transfers?

They may not offer this service for free, but ask if they will do it for a fee. This could save you time, which is critical to your business.

How long will your commissions be paid upon resignation?

Check your contract. Many B/Ds pay commissions for 30, 60, or 90 days after termination. Some stop paying immediately.

Do you have any pending business?

Remember that you cannot solicit business until you are registered with us. Timing is important—don't be forced to give up commissions. Determine your client's timing and be aware of your current contract.

Do you have a current database of your clients?

If you don't, this is a good time to consider implementing one. This could be an easy way to track account transfers and new business. Ask us about tools we have to offer.