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   a) Building Relationships
      • The Cycle of Financial Life
      • Defining the Client’s Investment Personality
      • Establishing Trust
   b) Gathering Data
      • Assets, Liabilities, and Net Worth: The Statement of Financial Position
      • Income Statement (Cash Flow Statement)
      • Other Types of Data
   c) Establishing Financial Goals
      • Making Goals Specific
      • Prioritizing Goals
   d) Analyzing Information
   e) Recommendations & Implementation
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      • Investment Policy
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      • The Investment Professional Proposes; the Client Disposes
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   f) Monitoring Performance
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      • Doing Business with Different Personality Types
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3) RISK, RETURN & INVESTMENT PERFORMANCE
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      • Client Attitudes Toward Risk
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      • Client Time Horizons and Portfolio Risk
   d) The Time Value of Money
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      • The Future Value of an Ordinary Annuity
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8) INVESTMENT CONSIDERATIONS FOR SMALL BUSINESS OWNERS
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      • Estate Planning Transactions & Investment Vehicles
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      • Ownership and Titling of Property
      • Contracts as a Transfer Technique
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   f) Planning for Incapacity
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12) REGULATORY & ETHICAL ISSUES FOR THE INVESTMENT PROFESSIONAL
   a) Ethical Behavior & the Modern Securities Industry
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   b) Current Regulatory & Ethical Issues
      • Forces Changing the Securities Industry
      • Sources of Ethical Conflict
   c) Duties Owed to the Client
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### 1) WEALTH TRANSFERS FOR DOMESTIC PARTNERS

a) Basic Wealth Transfer Techniques
   - Wealth Transfer Techniques
   - Intestate Situations
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b) Specific Wealth Transfer Differences Involving Domestic Partners
   - Application of Basic Wealth Transfer Techniques to Domestic Partners
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c) Alternative Planning for Wealth Transfers by Domestic Partners
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### 2) FEDERAL TAXATION ISSUES FOR DOMESTIC PARTNERS

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   - Adjusted Basis
   - Capital Assets
   - Capital Gains and Losses
   - Capital Gain Rates
   - The Alternative Minimum Tax (AMT)
   - Miscellaneous Income Tax Issues

b) Gift Tax Issues
   - Inter Vivos Versus Testamentary Transfers
   - Federal Gift Tax
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### 3) RETIREMENT PLANNING & RELATIONSHIP ISSUES FOR DOMESTIC PARTNERS

a) Retirement Demographics and Trends
   - Retirement—A Time of Growing Significance
   - Changing Demographics
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b) Social Security and Medicare
   - Social Security Basics
   - The Family Benefit
   - Medicare
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c) Employer-Sponsored Retirement Plans
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d) Individual Retirement Plans
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e) Distributions from Retirement Plans and Regular IRAs
   - In-Service Distributions or Withdrawals
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f) Retirement Planning for Domestic Partners
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g) Domestic Partnership Agreements
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### 4) PLANNING FOR FINANCIAL, MEDICAL, & END-OF-LIFE NEEDS OF DOMESTIC PARTNERS

a) Definitions, Scope, and Goals
   - Definitions
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b) The Need to Plan for Disability
   - Disability
   - The Emergency Fund
   - Long-Term Care Insurance
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c) Failing to Plan for Incompetence
   - Nature of Incompetence
   - Consequences of Not Preplanning for an Incompetent Person’s Personal Care or Financial Affairs
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d) Help with Financial Needs
   - Preplanning for Management of Financial Affairs
   - Planning Techniques for a Non-minor’s Financial Affairs
   - Application to Domestic Partners

e) Help with Medical Needs
   - Preplanning for Medical Care Needs
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f) Basic Wealth Transfer Techniques

g) Help with End of Life Needs
   - Planning for End of Life Needs
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   a) Risk & Return Concepts
      • Definitions of Return Measures
      • Definitions of Risk Measures
      • Risk and Diversification
      • Types of Risk
   b) Risk & Return Analysis—Standard Deviation & Correlation
      • Weighted-Average Return
      • Investment Risk/Return Relationships
      • Standard Deviation of a Single Asset
      • Semi-Variance
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      • Covariance Between Two Assets
      • Correlation Coefficient (R)
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      • Required Return—CAPM
      • Quantitative Analysis
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2) MODERN PORTFOLIO THEORY & PERFORMANCE EVALUATION

   a) Modern Portfolio Theory
      • Modern Portfolio Theory Terminology
      • Markowitz Portfolio Theory
      • Efficient Frontier
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      • Capital Asset Pricing Model (CAPM)
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      • Efficient Portfolios
      • Life Cycle Analysis
      • Risk Tolerance Measurement
      • Asset Allocation Strategies
   b) The Efficient Market Hypothesis
      • Efficient Market
      • Alternative Forms of the Efficient Market Hypothesis
      • Validity of the EMH Forms
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      • Active Versus Passive Management
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      • Behavioral Finance—A Challenge to the EMH
   c) Equity Valuation
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      • DDM Alternatives
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      • Valuation Exercise—Merck & Co
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   d) Security Performance Evaluation
      • Jensen Index (alpha)
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3) FEATURES OF FIXED-INCOME SECURITIES

   a) Features of Fixed-Income Securities
      • Bond Features
      • Risks Associated With Investing in Bonds
      • The Bond Market Structure
      • The United States Debt Market
      • Sources of Bond Information
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   c) Yield Curves
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4) VALUATION & ANALYSIS OF FIXED-INCOME INVESTMENTS

   a) Valuation of Bonds
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   c) Bond Volatility & Constructing Portfolios
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   d) Convertible Bonds
      • Conversion Value
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5) DERIVATIVES

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7) MUTUAL FUNDS & OTHER INVESTMENTS

   a) Mutual Funds
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      • Mutual Fund Pricing
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      • Income Mutual Funds
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e) Selecting a Mutual Fund
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8) TAXATION OF INVESTMENT PRODUCTS
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10) RETIREMENT CASH FLOW CONSIDERATIONS & INVESTMENT STRATEGIES
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   • Investing With Economic Cycles
d) The Contrarian Strategy
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f) Active versus Passive Management
g) The Enemies of Effective Strategy
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b) Joint Ownership of Property by Domestic Partners
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   • The Progressive Federal Tax System
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e) Federal Estate Tax
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      • Front-Loading Rules
- Payments to Third Parties
- Child Support
- Property Settlements
- Dependency Exemptions
- Retirement Benefits
- The Present Value of Divorce Settlement Payments
- The Premarital Agreement

8) TAX LAW RESEARCH & SPECIAL INCOME TAX CONSIDERATIONS

a) Overview of Individual Income Taxation
- Purposes of the Federal Tax Law
- Audit Triggers

b) Tax Law Research
- Authoritative Sources of Tax Law
- Secondary Sources

c) Additional Taxes
- Alternative Minimum Tax
- Self-Employment Tax

d) Tax Traps, Penalties & Penalty Taxes
- Common Tax Traps
- Penalties

RETIREE PLANNING & EMPLOYEE BENEFITS

1) PLANNING FOR RETIREMENT & SOCIAL SECURITY

a) Retirement—A Lifestyle
- Retirement—A Time of Growing Significance
- Changing Demographics
- Lack of Retirement Planning

b) A Systematic Approach to Retirement Security
- Stages in the Retirement Planning Process

c) Retirement Planning Calculations
- Processing and Analyzing Information to Determine Retirement Savings Need

d) Social Security & Medicare
- Background of Social Security
- Social Security Basics
- Social Security Benefits
- The Family Benefit
- Medicare
- Medicare Coverage, Eligibility, and Benefits

2) FUNDAMENTALS OF DEFINED BENEFIT PLANS

a) Defined Benefit Pension Plans
- Characteristics of a Qualified Plan
- Types of Defined Benefit Plans
- Contributions
- Traditional Defined Benefit Pension Plans
- Benefit Formulas
- Flat Benefit Plans
- Unit Benefit Formula
- Distributions
- Floor-Offset Plans
- Advantages of Defined Benefit Pension Plans
- Disadvantages of Defined Benefit Pension Plans

b) Cash Balance Pension Plans
- Cash Balance and Pension Equity Defined Benefits Plans
- Advantages and Disadvantages
- Comparing Defined Benefit Pension Plans and Cash Balance Plans

c) Plan Testing, Integration & Vesting
- Employee Eligibility
- Employee Eligibility: Ratio Percentage and Average Benefits Tests
- IRC Section 415(b) Limitations
- Integration with Social Security (Permitted Disparity)
- Vesting in Benefits
- Forfeitures
- Discrimination
- Plan Permanency and Termination

d) Funding Defined Benefit Plans
- The Retirement Benefit
- Entry Age Normal and Attained Age Funding
- Minimum Funding

e) Defined Benefit Plan Termination
- Overfunded Plans
- Underfunded Plans
- Replacing Defined Benefit Plans With Defined Contribution Plans

f) The Pension Protection Act & Defined Benefit Plans
- Minimum Contribution Rules
- Determination of Liabilities
- Survivor Annuities
- PBGC Premiums and Guarantees
- Ramifications of PPA and Defined Benefit Plans

3) FUNDAMENTALS OF DEFINED CONTRIBUTION PLANS

a) Defined Contribution Plans
- Types of Defined Contribution Plans

b) Money Purchase Plans
- Mandatory Funding
- Advantages of Money Purchase Plans
- Disadvantages of Money Purchase Plans
- Safe Harbor Plan Offered by Leasing Organizations
- Contributions
- Distributions

c) Target Benefit Plans
- Advantages of a Target Benefit Plan
- Disadvantages of Target Benefit Plans
- Contributions
- Distributions

d) Profit Sharing Plans
- Advantages of Profit Sharing Plans
- Disadvantages of Profit Sharing Plans
- Contributions
- Vesting
- In-Service Distributions
- Loans

e) Stock Bonus Plans
- Advantages of Stock Bonus Plans
- Disadvantages of Stock Bonus Plans
- Contributions
- Diversification Provisions

f) Employee Stock Ownership Plans
- Advantages of ESOPs
- Disadvantages of ESOPs

g) Age-Weighted Profit Sharing Plans
- Advantages of Age-Weighted Profit Sharing Plans
- Disadvantages of Age-Weighted Profit Sharing Plans
- Contributions

h) Cross-Tested Profit Sharing Plans
- Advantages and Disadvantages of Cross-Tested Plans

i) Keogh Plans

j) Social Security Integration for Defined Contribution Plans
- Integration Point
- Permitted Disparity
- Maximizing the Employer Allocation

k) Defined Contribution Plans Compared
- Similarities
- Differences
- Defined Contribution and Defined Benefit Plans Compared
4) **FUNDAMENTALS OF 401(K) PLANS**

   a) Basic Characteristics of 401(k) Plans
      - Profit Sharing 401(k)
      - Contributions
      - Advantages of 401(k) Plans for Employees
      - Disadvantages of 401(k) Plans
   
   b) Plan Testing & Vesting
      - Nondiscrimination
      - Discrimination Testing—ADP and ACP Tests
   
   c) Safe Harbor 401(k) Plans
      - Eligible Entities
      - Safe Harbor Requirements
      - Additional Discretionary Profit Sharing Plan Contributions
      - Annual Notice Requirement
      - Safe Harbor Nondiscrimination Rules
   
   d) 401(k) Plan Types: Profit Sharing Plans
      - Profit Sharing Plans
      - Solo 401(k) Plans (Keogh)
      - Roth 401(k) Plans
   
   e) 401(k) Plan Types: SIMPLE 401(k)s
      - SIMPLE 401(k) and Regular 401(k) Compared
   
   f) SARSEPs

   g) Investments in 401(k) Plans
      - Investment Control and Choice
      - Section 404(c) Requirements for Participant-Directed Investments
      - Qualified Default Investment Alternatives—A Default Investment Safe Harbor
   
   h) Distributions from 401(k) Plans
      - Distributions
   
   i) Plan Decision Factors
      - Labor Market Factors
      - Age of the Employee Population
      - Willingness to Make Investment Choices and Assume Risk
      - Business Variability

5) **TRADITIONAL, ROTH & SIMPLE IRAS**

   a) Traditional IRAs
      - IRA Basics
      - Taxes
      - Statutory Requirements
      - Deductible IRAs
   
   b) Traditional IRA Distributions
      - Minimum Distribution During Owner’s Life
      - Nondeductible IRAs
   
   c) Roth IRAs
      - Roth IRA Basics
      - Roth Conversions
      - Uses of Roth IRA
      - Deemed IRAs
   
   d) SIMPLE IRAs
      - Basics of Simple IRAs
      - Advantages of SIMPLE IRAs
      - Disadvantages of SIMPLE IRAs
      - Employee Eligibility
      - Reporting Requirements
      - Contributions
      - Tax Consequences
      - Deadlines
      - Distributions
      - Establishing a SIMPLE Plan

 e) The Simplified Employee Pension (SEP)
    - Advantages of SEPs
    - Disadvantages of SEPs
    - Eligibility
    - Contributions
    - Tax Consequences
    - Integration with Social Security
    - Deadlines
    - Vesting
    - SEP Trustees and Custodians
    - Distributions
    - Managing and Moving Assets
    - SEPs, IRAs, and Defined Contribution Plans Compared

 f) SEP Versus SIMPLE
    - Maximizing Contributions
    - The Burden of Funding
    - Employer Flexibility
    - Covered Employees
    - Forms for Establishing Plans

6) **403(B) PLANS & OTHER PLAN ISSUES**

   a) Section 403(b) Plans
      - Qualified Employer
      - Eligible Employees
      - General Plan Features
      - The Age 50 Catch-Up Provision
      - Distributions
      - In-Service Distributions
   
   b) 403(b) & 401(k) Plans Compared
      - Similarities and Differences
      - Characteristics of 401(k) Plans
      - ERISA Requirements
      - Contribution Limits
      - Discrimination Testing
      - Investment Options
      - Distributions
   
   c) Plan Regulatory Issues
      - Types of Plans
      - Plan Features
   
   d) Special Plan Administration Issues
      - Multiple Plan Limits on Contributions to Qualified Plans
      - SIMPLE Plans
      - Controlled Groups and Affiliated Service Groups
      - Incidental Benefit Rule
   
   e) Section 457 Plans
      - Important Difference in 457 Plans
      - Types of 457 Plans
      - Funded and Unfunded 457(b) Plans
      - Contributions
      - Distributions
      - In-Service Distributions
      - Loans
      - Rollover Rules
      - Early Distribution Penalty
      - Transfers
      - Age 70½ Required Distribution Rules

7) **RETIREMENT PLAN DISTRIBUTIONS & PLAN SELECTION**

   a) Postretirement Distributions
      - In-Service Distributions or Withdrawals
      - Hardship Withdrawals from Section 401(k) and 403(b)
      - Plan Deferrals
      - Loans
      - Qualified Domestic Relations Orders (QDROs)
      - Early Withdrawals (Before Age 59½)
      - One-Time Switch
      - Mandatory Withholding Requirements
   
   b) Lump-sum Options
      - Outright Distribution
      - Rollovers
   
   c) Postretirement Distributions
      - Minimum Distribution Requirements
      - Distribution Alternatives
      - Selecting the Appropriate Retirement Plan Distribution Alternative
   
   d) Distributions After the Participant’s Death
      - Survivor Annuity Rules for Qualified Pension Plans
      - Minimum Distribution Requirements Following Death
e) Nondeductible IRA & Roth IRA Distributions
   • Nondeductible IRA Distributions
   • Roth IRA Distributions

f) Plan Selection

8) DEFERRED COMPENSATION & STOCK PLANS
a) Nonqualified Executive Retirement Arrangements
   • The Requirements of Section 409A
   • Qualified vs. Nonqualified Plans
   • Types of Nonqualified Plans Used for Retirement Funding
   • Other Executive Benefits

b) Tax Implications of Nonqualified Deferred Compensation Plans
   • Constructive Receipt Doctrine
   • Economic Benefit Doctrine
   • Other Tax Considerations
   • Informally Funded Plans
   • Corporate-Owned Life Insurance and Annuities

c) Restricted Stock Plans
   • Equity-Based Compensation Plans
   • Stock Options

d) ISOs and Nonqualified Stock Options
   • Incentive Stock Options
   • Employee Stock Purchase Plans (ESPPs)
   • Nonqualified Stock Option Plans (NSOs)
   • Tax treatment of ISOs and NSOs
   • Severance Plans
   • Publicly Held Corporation’s Compensation Deduction Limitation

9) EMPLOYEE GROUP BENEFITS
a) Health & Welfare Benefit Plans, the Other Employee Benefits
   • ERISA
   • Employee Benefit Plans
   • Plan Design Considerations

b) Group Life Insurance
   • Purpose of Group Life Insurance
   • Appropriate Coverage
   • Types of Basic Group Life Insurance Coverage
   • ERISA Requirements

c) Income Tax Consequences of Group Life Insurance
   • Tax-Free Death Benefits

d) Group Health & Disability Plans
   • Group Health Insurance
   • Funding for Group Health and Other Benefits
   • Group Disability
   • Nondiscrimination Requirements

e) Income Tax Consequences of Group Health & Disability Coverage
   • Group Major Medical Coverage
   • Group Disability Insurance

f) Group Insurance Provisions Required by the Federal Government
   • COBRA
   • HIPAA (Health Insurance Portability & Accountability Act)
   • Family and Medical Leave Act

g) Noncash Fringe Benefits
   • Other Employee Benefits

h) Workers’ Compensation & Unemployment Insurance
   • Workers’ Compensation
   • Unemployment Insurance

ESTATE PLANNING
1) ESTATE PLANNING PROCESS & GOALS
a) The Definition of & Need for Estate Planning
   • Estate Planning
   • Basic Estate Planning Definitions
   • Purpose of Estate Planning

b) The Goals of Estate Planning
   • Nonfinancial Goals
   • Financial Goals
   • Common Estate Planning Mistakes, Pitfalls, and Weaknesses

c) The Estate Planning Process
   • Establishing and Defining the Client-Planner Relationship
   • Gathering Client Data Including Goals
   • Analyzing and Evaluating the Client’s Financial Status
   • Developing and Presenting Recommendations
   • Implementing the Recommendations
   • Monitoring the Implemented Recommendations
   • Tasks and Techniques in the Estate Planning Process

d) The Estate Planning Team
   • Members
   • Formulation, Coordination, and Monitoring of the Plan
   • The Practice of Law
   • Regulation of Estate Planning

2) METHODS OF ESTATE TRANSFER AT DEATH
a) Probate
   • Property Interests Affected by Probate
   • The Meaning of Probate
   • The Objectives and Process of Probate
   • Laws and Circumstances Affecting Estate Distribution at Death
   • The Location of Probate
   • Probate Advantages
   • Probate Disadvantages
   • The Requirements for a Valid Will
   • Types of Wills
   • The Clauses of a Will
   • Amendment or Revocation of a Will
   • Intestate Situations
   • Characteristics of Intestate Succession Laws
   • Disadvantages of Intestacy

b) Will Substitutes
   • Right of Survivorship
   • Beneficiary Designation
   • Advantages of a Will Substitute
   • Disadvantages of a Will Substitute

c) Achieving Estate Planning Goals at Death
   • Estate Planning Goals

3) THE FEDERAL ESTATE TAX
a) Basic Features of the Federal Estate Tax

b) Calculation of the Estate Tax
   • Estate Tax Calculation
   • Gross Estate
   • Estate Tax Deductions
   • Adjusted Taxable Gifts: Code Section 2001
   • Credits Allowed Against the Tentative Tax

c) Planning Issues Involved in Meeting Estate Tax Objectives
   • Estate Tax Planning
   • Marital Deduction Planning
   • Bypass Planning
   • Charitable Deduction Planning
   • Estate Tax Status
   • Client Objectives
4) THE FEDERAL GIFT TAX
   a) Basic Features of the Federal Gift Tax
      • Federal Gift Tax
      • Special Valuation for Certain Intrafamily Transfers
      • Lifetime Transfer
      • Gifted Asset
   b) Calculation of the Gift Tax
      • Characteristics of a Gift
      • Transfers That Are Exempt From the Gift Tax
      • Reductions in Total Calendar Year Gifts
   c) Planning Issues to Meet Gift & Estate Tax Objectives
      • Effect Upon Future Lifetime Gifts
      • Effect Upon a Donee Spouse’s Estate Tax Calculation

5) ESTATE PLANNING ISSUES RELATED TO GENERATION-SKIPPING TRANSFER TAX & INCOME TAX
   a) Generation-Skipping Transfer Tax Issues
      • Direct Skips
      • Indirect Skips
      • Credits Against the GSTT
   b) Income Tax Issues
      • Individual Taxpayers
      • Trusts as Taxpayers
      • Estates as Taxpayers
      • Businesses as Taxpayers

6) METHODS OF ESTATE TRANSFER DURING LIFE
   a) Intrafamily Estate Transfer Planning
      • Inter Vivos Versus Testamentary Transfers
      • Intrafamily Gifts
      • Intrafamily Transfers Involving a Sale
      • Selecting an Asset
   b) Transfer of Closely Held Business Interests
      • A Closely Held Business With Multiple Owners
      • The Solely Owned Business
      • Gift Tax Implications
      • Nontax Implications
   c) Life Insurance Planning
      • Uses for Life Insurance
      • Planning Objectives

7) ESTATE LIQUIDITY & POSTMORTEM ACTIONS
   a) Estate Liquidity Analysis
      • Estate Shrinkage
      • Estate Liquidity Planning
   b) Premortem Liquidity Planning
      • Reducing the Cash Needs of an Estate
      • Increasing the Cash Available to an Estate
      • Reducing Cash Needs—Client Analysis
      • Increasing the Cash Available to an Estate—Client Analysis
   c) Postmortem Liquidity Planning
      • Postmortem Actions Available to the Personal Representative
      • Postmortem Actions Available to Persons Other Than the PR

8) ESTATE PLANNING FOR SPECIAL SITUATIONS: INCAPACITY, FAMILY ARRANGEMENTS & SELECTING FIDUCIARIES
   a) Managing Personal & Financial Affairs of an Incompetent Person
      • Incompetency
      • Consequences of Not Preplanning for an Incompetent Person’s Personal Care or Financial Affairs
      • Preplanning for an Incompetent Person’s Personal Care and Financial Affairs
   b) Providing for an Incompetent Person’s Medical & End-of-Life Needs
      • Consequences of Not Preplanning an Incompetent Person’s Medical Care
      • Preplanning for Medical Care and Disposition of the Remains of an Incompetent Person
   c) Estate Planning for Selected Variations in Traditional Family Arrangements
      • Divorce (Non-Child-Related Issues)
      • Divorce and Remarriage (Blended Families)
      • Adoption
      • Wealth Transfers by or to Noncitizens
   d) Estate Planning for Cohabitation or Nontraditional Family Arrangements
      • Variations from a Traditional Family Arrangement
      • Clarifying Obligations and Property Rights for Nonmarried Cohabitants
      • Controlling One’s Estate and Benefiting Nonrelatives in a Nontraditional Family at Death
      • Eliminating or Minimizing Transfer Taxes in a Nontraditional Family
      • Tax Planning Techniques for Nonmarried Cohabitants
      • Controlling Medical Treatment and Disposition of Remains in a Nontraditional Family
   e) Selecting a Fiduciary
      • Fiduciaries
APPENDIX A SUBJECT TOPIC LIST

1) THE FINANCIAL PLANNING PROCESS
   a) Personal Financial Planning Defined
      • The Personal Financial Planning Process
   b) How Financial Planning Helps Individuals Achieve Their Goals
      • Why People May Not Plan
      • How the Financial Planning Process Helps to Accomplish Goals
   c) Steps in the Personal Financial Planning Process
      • Step 1: Establishing and Defining the Relationship With the Client
      • Step 2: Gathering Client Data, Including Goals
      • Step 3: Analyzing and Evaluating the Client’s Financial Status
      • Step 4: Developing and Presenting Financial Planning Recommendations and/or Alternatives
      • Step 5: Implementing the Financial Planning Recommendations
      • Step 6: Monitoring the Financial Plan Performance
      • How the Financial Planner Gets Paid
   d) Knowledge Required for Appropriate Analysis & Plan Creation
      • Knowledge Required for Analysis and Development of Recommendations
   e) Ethical & Regulatory Issues & the Financial Planning Professional
      • Ethical Issues
      • The Fiduciary Standard
      • Too Many Titles Lead to Confusion
      • Regulatory Issues
      • A Promising Future

2) CASH MANAGEMENT & THE USE OF DEBT
   a) Financial Statements
      • Overview
      • Statement of Financial Position (Balance Sheet)
      • Cash Flow Statement
   b) Financial Situation Analysis
      • Financial Ratios
   c) Credit and Debt
      • Credit and Debt
      • Types of Credit
      • Mortgage Market Participants
      • Buying versus Leasing
      • Protecting the Credit User
      • How much debt is acceptable?
   d) Budgeting

3) THE TIME VALUE OF MONEY
   a) Basic Calculator Functions and Terminology
      • Getting Started
      • Setting Up the Calculator
      • Basic Steps for Working Problems
   b) Calculator Keystrokes Relating to Time Value of Money
      • Calculating Future Value
      • Calculating Present Value
      • Calculating Rates of Return
      • Calculating Periodic Payments
   c) The Importance of Rate Assumptions
      • Deciding Which Rates to Use
      • Overstating Rate Assumptions
      • The Impact of Inflation Rates

4) INSURANCE BASICS & PROPERTY INSURANCE
   a) Principles of Risk Management
      • The Basic Need for Financial Security
      • Types of Personal Risk
      • Risk Management
      • Principles of Insurance
      • Insurance Distribution
   b) Homeowners Insurance
      • Section I Coverages
      • Section II
      • Specific Types of Coverage
      • C.L.U.E. Personal Property Reports
      • How much insurance is needed?
   c) Automobile & Umbrella Liability Insurance
      • Automobile Insurance
      • Umbrella Liability Coverage

5) LIFE & HEALTH INSURANCE
   a) Life Insurance
      • Group Life Insurance
      • Individual Life Insurance
      • Types of Life Insurance and Pertinent Features
      • Common Features and Provisions of Individually Owned Life Insurance
      • How much life insurance is needed?
   b) Health Care Plans
      • Sources of Coverage
      • Types of Medical Expense Insurance Contracts
      • How much and what type of coverage is appropriate?
   c) Disability Income Insurance
      • Sources of Coverage
      • Common Features of Disability Insurance
      • How much and what type of coverage is appropriate?
   d) Long-Term Care Insurance
      • Sources of Coverage
      • Common Features of Long-Term Care Individual Insurance Policies
      • How much and what type of coverage is appropriate?
   e) Annuities
      • Definitions
      • Immediate and Deferred Annuities
      • Fixed Annuities
      • Variable Annuities
      • Annuity Variations
      • Selection of an Annuity (and a Company)

6) INVESTMENT BASICS & STRATEGIES
   a) Asset Classes
      • Cash and Cash Equivalents
      • Stocks
      • Bonds
      • Real Estate
      • Other Investments
   b) Types and Measurements of Risk
      • Types of Investment Risk
      • Measuring Stock & Bond Risks
   c) Mutual Funds and ETFs
      • Mutual Funds
      • Exchange-Traded Funds (ETFs)
   d) Investments and Financial Planning
      • SWOT Analysis
      • Using Historical Risk and Return Data
7) RETIREMENT PLANNING
   a) Opportunities and Challenges Associated with Retirement Planning
      • Reasons People Delay Saving for Retirement
      • Retirement—A Time of Growing Significance
      • Changing Demographics
   b) Sources of Retirement Income
      • Personal Savings and Investments
      • Individual Retirement Accounts (IRAs)
      • Roth IRA Basics
      • Employer-Provided Retirement Plans
      • Not-for-Profit Plans
      • Small Business Plans
      • Employer Stock
      • Deferred Compensation
      • Required Minimum Distribution (RMD)
      • Vesting
   c) Social Security
      • Social Security
      • Background of Social Security
      • Social Security Basics
      • Social Security Benefits
      • Social Security Strategies
      • Medicare
   d) Financial Planning for Retirees
      • Pitfalls to Retirement Savings and Retirement Funds

8) TAX IMPLICATIONS OF FINANCIAL DECISIONS
   a) The Variety of Taxes Payable by an Individual
      • Types of Taxes to Which Individuals Are Subject
   b) The Federal Tax Calculation on Form 1040
      • The Federal Forms Jungle
      • Who Should File
      • Filing Status
      • Exemptions
      • Determining Taxable Income
      • Income
      • Tax Computation
      • Credits
      • Additional Taxes
      • Payments
   c) Tax Consequences of Selling Property
      • Basis
      • Holding Period
      • Class of Property
      • Calculating Capital Gain or Loss
      • Taxation of Annuities
      • Nonperiodic Distribution (Lump-Sum)
      • Taxation of Collectibles
      • Nonrecognition Provisions
   d) How Are Employee Benefits and Compensation Taxed?
      • Group Term Life and Health Insurance
      • Cafeteria Plans
      • Flexible Spending Accounts
      • Noncash Fringe Benefits
      • Retirement Plans
   e) Keeping the Proper Records
      • Property Owned for Investment Purposes, Personal Use, or Business Use
   f) Tax Planning Strategies
      • Eliminating or Reducing Tax
      • Shifting Tax to Others
      • Deferring Receipt of Taxable Income
      • Section 529 Plan

9) ESTATE PLANNING
   a) Estate Planning Terminology
      • Step-up in Basis
      • When to Review an Estate Plan
   b) Estate Transfer Tools
      • Wills
      • Intestate Succession Statutes
      • Will Substitutes
      • Gifts
   c) Estate Transfer Expenses
      • Estate Taxes
   d) Incapacity Planning
      • Management of Property
      • Personal and Medical Care Decision Making