

INDEX

Current to 2024-4 release

ACADEMY OF FINANCIAL DIVORCE SPECIALISTS,
Appendix 18C

ACCOUNTANTS, 18-18

ADVISORS, OTHER, 12-3 to 12-4, 13-3, 13-6 to 13-7,
18-18

ADVISORY BOARD, 18-19 to 18-21

- Benefits, 18-21
- Function, 18-21
- Getting started, 18-20
- Meetings, 18-21
- Members, 18-20 to 18-21
- Purpose, 18-20
- Selecting, 18-19
- Use of, 18-19 to 18-20

ADVOCIS, 15-6.1 to 15-7, 18-59

- Code of Professional Conduct, Appendix 15D

**ALBERTA CENTENNIAL EDUCATION SAVINGS PLAN
GRANT (ACESPG),** 8-8

ALTER EGO TRUSTS, 10-20.1

ALTERNATIVE MINIMUM TAX, 7-44

ANNUITIES, 11-50.7 to 11-50.8

- Advanced Life Deferred Annuities (ALDA) 9-32.10 to 9-32.11
- “Copycat annuity”, 9-20
- Insured
 - • advantages, 9-43
 - • cash flow example, 9-44
 - • characteristics, 9-43
 - • defined, 9-43
 - • disadvantages, 9-43
 - • insurance characteristics, 9-43
 - • interest rates, affected by, 9-45
 - • owner profile, 9-44
 - • personally owned, 9-44
 - • treatment at death, 9-45
- Prescribed, 9-41 to 9-42
- Registered funds, from, 9-32.9 to 9-32.11
 - • annuitant’s age, 9-32.9
 - • current interest rates, 9-32.9
 - • guarantee periods, 9-32.10
 - • indexation, 9-32.9
 - • planning strategies, 9-32.10
 - • types, 9-32.9
- Variable Pay Life Annuities (VPLA), 9-32.11

ANTI-TERRORISM ACT, 15-33 to 15-34

ARBITRATION CLAUSES, 2-7

ASSET ALLOCATION

- Developing model, 11-23 to 11-26
- Diversification and, 11-23
- Efficient portfolio, 11-22
- Plan, implementing, 11-27 to 11-28
- Portfolio repositioning, 11-22
- Recommended portfolio, achieving, 11-26 to 11-27

ASSET ALLOCATION PLANNING STRATEGIES

- Quick reference, PS-11

ASSET MANAGEMENT, 11-1 to 11-50.19

- Additional considerations, 11-35
- Annuities, 11-50 to 11-50.8
- Calls, 11-47 to 11-48
- Closed-end investment companies, 11-42 to 11-43
- Commodities, 11-50
- Competencies, 11-1 to 11-2.1
- Convertible bonds, 11-40
- Exchange-traded funds, 11-45 to 11-46
- Goal setting, 11-2.1 to 11-3
- Gold, 11-50.1 to 11-50.2
- Hard assets, 11-50 to 11-50.1
- Income trusts, 11-50.2
- Insurance products, 11-50.7 to 11-50.11
- Life insurance, 11-50.8 to 11-50.10
 - • universal life, 8-9, 11-50.9 to 11-50.10
- Measuring return, 11-28 to 11-35
- Mortgage-backed securities, 11-39
- Mutual funds, 11-32 to 11-33, 11-38, 11-40.1 to 11-41
- Open-end investment companies, 11-41, 11-43
- Options, 11-47 to 11-50
- Planning procedures, 11-3 to 11-4
 - • Planning strategies checklist, Appendix 11P
- Put, 11-49
- Real estate investment trusts (REITs), 11-50.2 to 11-50.3
- Real estate investments, 11-33 to 11-34
- Risk tolerance, 11-4 to 11-11
- Securities
 - • equity, 11-31 to 11-32
 - • fixed income, 11-29 to 11-31
- Straddle, 11-49 to 11-50
- Strip bonds, 11-39 to 11-40
- Treasury bills, 11-39
- Warrants, 11-46 to 11-47
- Work program, 11-4

ASSET MANAGEMENT STRATEGIES, 11-50.14 to 11-50.19, Appendix 11O

- Diversification, 11-50.14
- Dollar cost averaging, 11-50.15
- Hedging, 11-50.17
- Investment policy statement, 11-50.18, Appendix 11O
- Leverage, 11-50.15

- Long-term investing, 11-50.17 to 11-50.18
- Market timing, 11-50.17 to 11-50.18
- Quick reference, 11-50.19, PS-11 to PS-12
- Rebalancing portfolio, 11-50.18
- Systematic withdrawal plans, 11-50.18

ASSET REPOSITIONING, 5-12 to 5-13, Appendix 5F-4

ASSET REPOSITIONING STRATEGIES, 9-5 to 9-6

ASSETS

- Hard, 11-50 to 11-50.1

**ASSOCIATION OF CANADIAN PENSION
MANAGEMENT (ACPM)**, 18-59

ASSURIS, 11-50.13

AUTOMATING A PFP PRACTICE, 16-4, 16-7 to 16-13

AUTOMOBILE INSURANCE, 6-50.11 to 6-50.14

- Damage to insured's auto, 6-50.12
- Duties after accident or loss, 6-50.13
- Liability coverage, 6-50.12
- Medical payments, 6-50.12
- Pricing, 6-50.11
- Reducing cost of coverage, 6-50.13
- Rented vehicles, 6-50.13
- Suggestions for reducing premiums, Appendix 6V
- Under-insured motorists, 6-50.12

BANKERS, 18-18

BANKING

- Cost of
 - • checklist, Appendix 5H
 - • potential benefits of maintaining minimum monthly balance, Appendix 5J
 - • tips to save money, Appendix 5I
- Reducing costs of, 5-13

BANKING RELATIONSHIPS, 5-12

BANKRUPTCY AND INSOLVENCY, 5-19

BENEFICIARIES, 10-14 to 10-15

- Non-resident, 10-16
- Preferred election, 10-16

BEST PRACTICES SYSTEM

- Administrative forms, 1-8
- Checklists, 1-8
- Computational forms, 1-8
- Data forms, 1-8
- Diagram, Appendix 1A
- Forms, overview, 6-50.16
- Help from, 18-18 to 18-19
- Implementation forms, 1-9

- Integration with software, 1-12
- Modular planning and, 1-12
- Monitoring forms, 1-19
- Overview, 1-6 to 1-7
- Practice aids, overview, 6-50.16
- Reporting forms, 1-9
- Summary, 1-12
- Use of, 1-10 to 1-11
 - • existing clients, 1-11 to 1-12
 - • new clients, 1-9 to 1-11
- Work programs, 1-8
 - • preliminary recommendations, 4-4

BUDGETING, 5-9, Appendix 5F-3

BUDGETING PLANNING STRATEGIES

- Quick reference, PS-2

BUSINESS OWNERS, PFP ASSISTANCE FOR

- Asset management, 20-4
- Business ownership, 20-5
- Buy-sell agreement, 20-3
- Cash management, 20-2 to 20-3
- Disposition of business, 20-4
- Diversification, 20-3 to 20-4
- Education funding, 20-3
- Estate planning, 20-4
- Form of business, 20-3
- Income splitting, 20-4 to 20-5
- Observations, 20-3
- Retirement issues, 20-3 to 20-4
- Retirement plans, 20-3 to 20-4
- Risk management, 20-3
- Tax planning, 20-4 to 20-5

BUSINESS PLANS, 20-7 to 20-8

BUSINESS VALUATIONS, 20-5 to 20-7

BUY-OUTS, 20-12 to 20-13

BUY-SELL AGREEMENTS, 6-9 to 6-11, 20-1, 20-3

- Checklist, Appendix 20B
- Cross-purchase plan, 6-10
- Flowcharts, Appendix 20C
- Stock redemption plan, 6-11

CALLS, 11-47 to 11-48

CANADA CHILD BENEFIT (CCB), 8-8

**CANADA DEPOSIT INSURANCE CORPORATION
(CDIC)**, 11-50.11 to 11-50.12

CANADA EDUCATION SAVINGS GRANT, 8-7

CANADA PENSION PLAN (CPP), 9-10 to 9-14

- Benefits, K-1
 - • children, 6-8, 9-11

- • death, 6-8, 9-8
- • disability, 6-50.2 to 6-50.3, 9-11
- • lump sum, 9-11
- • retirement, 9-11
- • survivor, 9-11
- Child rearing, 9-12
- Contributions, K-2, 9-10
- Divorce or separation, 9-12
- Drop-out clause, 9-12
- Pension sharing, 9-12
- Reciprocal agreements, 9-12
- Tax strategy, 9-12
- When to apply, 9-13

CANADA SAVINGS BONDS, 11-38

CANADIAN ASSOCIATION OF GIFT PLANNERS (CAGP), 18-59

CANADIAN BANKERS ASSOCIATION (CBA), 18-59

CANADIAN BAR ASSOCIATION, 18-59

CANADIAN CONTROLLED PRIVATE CORPORATION (CCPC), 20-15, 20-16

- Income tax rates, K-25 to K-28

CANADIAN INITIATIVE FOR ELDER PLANNING STUDIES (CIEPS), 18-59

CANADIAN INSTITUTE OF ACTUARIES, 18-60

CANADIAN INSTITUTE OF FINANCIAL PLANNERS (CIFP), 15-6

- Address, 15-6, 18-60

CANADIAN INVESTOR PROTECTION FUND (CIPF), 11-50.12 to 11-50.13

CANADIAN LIFE AND HEALTH INSURANCE ASSOCIATION INC.

- Address, 18-60

CANADIAN PENSIONS AND BENEFITS INSTITUTE (CPBI), 18-60

CANADIAN REAL ESTATE ASSOCIATION (CREA), 18-60

CANADIAN SECURITIES INSTITUTE (CSI), 18-60

CANADIAN TAX FOUNDATION (CTF), 18-60

CAPITAL GAINS EXEMPTION, 7-33, 10-13, 10-18

- Taxation at death, 10-18 to 10-19

CASH EXPENDITURES, 5-6 to 5-7

CASH FLOW

- Asset repositioning, 5-12 to 5-13
- Discretionary, 5-10
- Estimates, 5-6
- Reasonableness, 5-7
- Techniques for improving, Appendix 5F-4

CASH MANAGEMENT, 5-1, 5-7, 8-5

- Importance, 5-4
- Obtaining data, 5-5

CASH MANAGEMENT STRATEGIES, 9-6

CASH PROJECTIONS, 5-7 to 5-8

CASH RECEIPTS, 5-5 to 5-6

CASH RESERVE, 6-5, 11-13 to 11-14

CCPC. See CANADIAN-CONTROLLED PRIVATE CORPORATION (CCPC)

CFA INSTITUTE, 18-60

CHARITABLE GIVING, 10-14, 10-18, 14-14 to 14-21

- Appreciable property, 14-16
- Charitable bequests, 14-16
 - • charitable annuities, purchasing, 14-17
 - • life insurance, 14-18
 - • selecting charities, 14-19
 - • tax issues, 14-15
 - • trusts, 14-17
- Checklist, 14-21
- Death, at, 10-18
- Foundations
 - • community, 14-19
 - • private, 14-19
- Planned giving strategies, 14-16 to 14-19
- Quick reference, PS-13
- Tax shelter donation arrangement, 14-20

CHARITABLE LIFE INSURANCE STRATEGIES, 6-44.9 to 6-44.15

- Charitable giving strategies using life insurance, 6-49
- Method of gifting
 - • bequest of proceeds, 6-44.14
 - • charity owned policy, 6-44.11 to 6-44.14
 - • donor owned policy, 6-44.14 to 6-44.15
- Traditional gifts, 6-44.9 to 6-44.15

CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA (CPA CANADA), 18-60

CHECKLISTS. See under FORMS

CHILD TAX BENEFIT, 8-8

CHILDREN ON PARENTS PAYROLL, 8-10

CLIENT CAUSES OF ACTION, 15-10 to 15-12**CLIENT CULLING**

- Identifying clients to cull, 18-24
- Sample termination letter, Appendix 18I
- Terminating relationship, 18-24

CLIENT DOCUMENTS PORTFOLIO, 3-8 to 3-9

- Suggested format, Appendix 3C

CLIENT GOALS. *See* **GOALS****CLIENT NEEDS, RESPONDING TO**, 14-2**CLIENT OBJECTIVES**

- Unrealistic, 4-3 to 4-4

CLIENT PROFILES, 3-3 to 3-4, 4-5, 5-20, 6-50.17, 9-48, 14-31, 19-1 to 19-3

- Client contemplating retirement, Appendix 19D
- Disabled or handicapped client, Appendix 19J
- Divorcing client, Appendix 19I
- Dual-career couples, Appendix 19E
- Elements, 19-2 to 19-3
- Financially naive client, Appendix 19F
- Highly compensated executive, Appendix 19C
- How to use, 19-2
- Middle income family, Appendix 19H
- Modular planning engagements, Appendix 19A
- Owner of a closely held business, 19-53 to 19-56
- Owner of a professional practice, Appendix 19B
- Single millennial, Appendix 19K
- Singles living Appendix 19K
- Sole proprietor, Appendix 19L

CLIENT QUALIFICATION, 2-3 to 2-4, Appendix 2B**CLIENT REQUIREMENTS**, 2-3 to 2-4**CLIENT SATISFACTION SURVEY**, Appendix 17U, Appendix 18F**CLIENTS**

- Existing, 1-11 to 1-12
- New, 1-9 to 1-11

CLOSED-END INVESTMENT COMPANIES, 11-42 to 11-43

- Selecting fund, 11-43 to 11-46

CLOSELY HELD BUSINESS, 20-1, 20-27

- Business entity, choosing, 20-8 to 20-10
- Business owners, assistance for, 20-2 to 20-20-5
- Business plan, development of, 20-7 to 20-8
- Buy-outs, 20-12 to 20-13
- Capital gains exemption, 20-16
- Corporation, 20-8 to 20-9, Appendix 20A
- Deemed disposition of assets, 20-15

- Estate freeze, 20-17
- Estate planning, 20-15 to 20-23
- Financial counseling, 20-26
- Fiscal year-end, 20-26
- Home office expenses, 20-26
- Income splitting, 20-25
- Instalments, 20-26
- Insurance
 - • arrangements, 20-13 to 20-14
 - • beneficiary, 20-13
 - • disability buy-out, 20-12
 - • owner/manager, 20-14.1
 - • premium payments, 20-13
- Investment strategies, 20-27
- Loans, 20-24
- Non-arm's length transfers, 20-17
- Non-deductible debt, 20-26
- Owner/manager compensation, 20-23 to 20-26
- Partnerships, 20-9, Appendix 20A
- Partnership agreements, 20-10 to 20-12
- Retirement planning, 20-26 to 20-27
- Shareholder agreements, 20-10.1 to 20-12
- Sole proprietorships, 20-9 to 20-10, Appendix 20A
- Succession planning. *See* **SUCCESSION PLANNING**
- Valuation of, 20-5 to 20-7
- Wills, 20-16

CNIL, 10-13**COLLECTING DATA**, 3-11**COMMISSION**. *See also* **COMPENSATION**

- Income, 5-5, 5-6

COMMODITIES, 11-50**COMPENSATION**, 18-5 to 18-8.1

- Commission only, 18-6
- Fee only, 18-5 to 18-6
- Fee plus commission, 18-6 to 18-7
- Fees. *See under* **FEES**
- Owner/manager, 20-23 to 20-26

COMPOUND INTEREST TABLES, FT-1 to FT-1**COMPUTER SOFTWARE**, 1-6, 1-13

- Advantages, 13-6
- Automation, 16-7 to 16-13
- Comprehensive software, 1-5 to 1-6, 16-9 to 16-10
- General purpose software, 16-11 to 16-13
- Integration with best practices system, 1-12
- Overview, 16-1
- Proprietary software, 16-13
- Review of available software, 16-16
- Shopping list, 16-16, Appendix 16A, 16B
- Special application software, 1-5, 16-11
- Types of software, 16-6 to 16-7
 - • labels, 16-6
 - • terminology, 16-6
 - • three functional categories, 16-6 to 16-7
- Usage considerations, 16-4 to 16-6

- Vendor lists and, 16-16, Appendix 16A
- Where does software fit, 16-2 to 16-4
 - • define practice needs first, 16-2 to 16-3
 - • fitting software to process, 16-3 to 16-4
 - • planners share common needs, 16-2

COMPUTERS

- Benefits, 16-4 to 16-5
- Buying for practice, 16-13 to 16-15
- Feasibility analysis, 16-14
- Hardware selection, 16-14
- Limitations, 16-5
- On-line services. *See* **ON-LINE INFORMATION SERVICES**
- Reliance on, 16-5
- Resources, 16-2, 18-14 to 18-15
- Security, 16-3
- Software. *See* **COMPUTER SOFTWARE**
- Usage considerations, 16-4 to 16-6

CONSULTATION ENGAGEMENTS, 14-12

CONSUMER CREDIT GUIDELINES, 5-12

CONSUMER DEBT, 5-10 to 5-12

CONTRIBUTION LIMITS

- DCP, K-4
- DPSPs, K-5
- RRSPs, K-4

CONVERTIBLE BONDS, 11-40

COTTAGES AND CHALETs

- Estate planning, 10-44 to 10-46
- Keeping cottage in family if child divorces or separates, 10-44 to 10-46

CREDIT

- Home, purchasing, 5-15 to 5-18
- Rating, 5-14 to 5-15
- Vehicle, buying, 5-18 to 5-19

CRITICAL ILLNESS (CI) INSURANCE, 6-50.3 to 6-50.5

- Common features, 6-50.4

CPP. *See* **CANADA PENSION PLAN (CPP)**

CUMULATIVE NET INVESTMENT LOSS. *See* **CNIL**

DATA GATHERING, 3-1 to 3-5, 18-11

- Documents required, 3-7 to 3-8
- Economic assumptions, 3-7
- Extent of, 3-9
- Forms, 3-9 to 3-10, 3-11 to 3-15. *See also* **FORMS**
- Goals and expectations, 3-2 to 3-5
- Importance of, 3-5
- Methods, 3-9 to 3-11
- Overview, 3-1 to 3-2

- Qualitative, 3-6, 3-11
- Quantitative, 3-5
- Review, 4-3
- Who collects and records data, 3-10

DATA ORGANIZER, 3-10

DEATH, TAXATION AT. *See* **TAXATION AT DEATH**

DEBT

- Analysis, 5-10 to 5-12
- Credit cards, 5-11, Appendix 5G
- Excessive, 5-11
- Non-deductible, 20-26
- Repayment, 5-10 to 5-12
- Restructuring, 5-10 to 5-12

DECEASED TAXPAYER, 10-5. *See also* **TAXATION AT DEATH**

DECISION CATEGORIES, 12-4 to 12-5

DECISION-MAKING PROCESS, 12-2 to 12-6

- Clients, 12-4
- Concepts, 12-4

DEEMED DISPOSITIONS, 10-16 to 10-17

DEFERRED PROFIT SHARING PLANS (DPSPs), 9-26, 10-7

- Advanced Life Deferred Annuities (ALDA), 9-32.10 to 9-32.11
- Contribution limits, K-5
- Taxation of, 9-26

DEFINED BENEFIT PLANS. *See under* **REGISTERED PENSION PLANS (RPPs)**

DEFINED CONTRIBUTION PLANS. *See under* **REGISTERED PENSION PLANS (RPPs)**

DENTAL PLANS. *See* **HEALTH INSURANCE**

DISABILITY INSURANCE, 6-47 to 6-50.3

- Bridging coverage, 6-50.1
- Checklist, 6-50.1, Appendix 6I
- Cost of living adjustment (COLA), 6-50
- Disability defined, 6-49
- Disability needs analysis worksheet, 6-48, Appendix 6H
- Elimination period, 6-49
- Group coverage, 6-50.1
- Guaranteed renewable feature, 6-50
- Key person disability, 6-47 to 6-48
- Maximum benefit period, 6-49
- Non-cancellable feature, 6-50
- Partial disability benefits, 6-50
- Pay-out, 6-47
- Planning strategies, 6-50.3

- Policy checklist, Appendix 6I
- Policy features, 6-48 to 6-50.1
- Professional overhead policies, 6-50.2
- Recurring, 6-50.1
- Specifications, 6-50.1, Appendix 6J
- Tax treatment of, 6-50.2

DISABLED FAMILY MEMBER, 14-26 to 14-30

- Attendant care or establishment care, 14-26
- Child care expense deduction, 14-26
- Child disability benefit, 14-26
- Disability amount, 14-26
- Disability supports deduction, 14-26
- Federal excise gasoline tax refund program, 14-27
- Personal injury awards, 14-27
 - • lump-sum payment, 14-27
 - • structured settlement, 14-27
- Registered disability savings plan, 14-28 to 14-29

DIVORCING CLIENT, 14-22 to 14-29

- Assets, non-registered, 14-24
- Canada Pension Plan credits, 14-23
- Common law and same sex partners, 14-25
- Employment-related benefits, 14-24
- Employer pension plans, 14-23
- Equalization of property, 14-23
- Equivalent-to-spouse tax credit, 14-25
- Registered pension plans, 14-24
- Support payments, 14-25

DOCUMENTS, 3-8 to 3-9. See also CLIENT DOCUMENTS PORTFOLIO

- Required, 3-7 to 3-8

DPSPs. See DEFERRED PROFIT SHARING PLANS (DPSPs)

EARLY RETIREMENT PACKAGES, 9-47

ECONOMIC ASSUMPTIONS, 3-7

EDUCATION PLANNING, 8-1

- Canada Education Savings Grant (CESG), 8-7
- Funding needs, 8-3 to 8-4, Appendix 8B
- Goal setting, 8-2
- Grants, 8-11
- Investment choices, 8-9
- Non-registered investments, 8-9
- Overview, 8-1
- Registered education savings plans (RESP), 8-5 to 8-8
- RRSP Lifelong Learning Plan, 8-10
- Scholarship plans, 8-6
- Student loans, 7-24, 8-11
- Table of annual education costs, Appendix 8G
- Universal life insurance, 8-9
 - • illustration, Appendix 8H
- When university is imminent, 8-10
- Work program, 8-2, Appendix 8A

EDUCATION PLANNING STRATEGIES

- Quick reference, PS-6
 - • Checklist, Appendix 8F

EMERGENCY FUND, 5-14

EMPLOYMENT INSURANCE (EI)

- Benefits, K-4
- Contributions, K-3 to K-4

ENGAGEMENT

- Control checklist, Appendix 1C
- Establishment of, 2-1
- Letters, 2-5 to 2-7
 - • arbitration clauses, 2-7
 - • sample, Appendix 2D
- Qualifying the client, 2-2 to 2-4, Appendixes 2B and 2E
 - • interview checklist, 2-3, Appendix 2A
- Scope of, 2-4 to 2-5
 - • budget form, 2-4 to 2-5, Appendix 2C

ESTATE

- Capital losses, 10-15
- Clearance certificates, 10-17
- Deemed dispositions, 10-8, 10-16
- Freeze, 10-21 to 10-27
- Instalment payments, 10-16
- Liquidity, 10-17
- Planning. *See* **ESTATE PLANNING**
- Taxation of, 10-14 to 10-15

ESTATE PLANNING, 10-1 to 10-50.5

- Children with diminished capacity, 10-46 to 10-49
- Closely held business, 20-5, 20-15 to 20-23
- Competencies, 10-3
- Cottages and chalets, 10-44 to 10-46
- Death, *see* **TAXATION AT DEATH**
- Eliminating tax at death, 10-18
- Family law and, 10-49 to 10-50.4
- Gifts, 10-39
- Goal setting, 10-4 to 10-5
- *Income Tax Act* quick reference schedule, Appendix 10I
- Life insurance, 10-37
- Loans, 10-39
- Objectives, 10-4.1
- Powers of attorney, 10-38 to 10-39
- Probate, 10-36
- Team, 10-2
- Trusts, 10-40 to 10-42
- Uses of life insurance, 10-37 to 10-38
- Wills, *see* **WILLS**
- Work program, 10-4 to 10-5

ESTATE PLANNING STRATEGIES

- Quick reference, PS-8 to PS-10

ETHICS, 15-10, 15-25 to 15-26

EXCHANGE-TRADED FUNDS (ETFs), 11-45 to 11-46

EXECUTOR, GENERAL DUTIES OF, Appendix 10G

EXISTING CLIENTS, 1-12

EXPENDITURE CONTROL, 5-8 to 5-9, Appendix 5F-4

- Consumer spending surveys, 5-9

EXPENSES, 5-6

FAMILY BUSINESS, 9-46

FAMILY FARM CORPORATION, 10-11 to 10-12

FARM PROPERTY ROLLOVER, 10-11 to 10-12

FEES. *See also* **COMPENSATION**

- Ability to pay, 2-2, 2-3
- Arrangements, 18-7
- Billing, 18-7, 18-8
- Bundled, 18-7 to 18-8
- Calculation, 18-7
- Co-ordination of with commissions, 18-8
- Matching with clients, 18-8
- Range, 2-2, 2-3

FINAL RECOMMENDATIONS, 12-6

FINANCIAL ADVISOR

- Title reform legislation, 15-9

FINANCIAL COUNSELLING, 20-26

FINANCIAL INFORMATION, FT-15 to FT-16

FINANCIAL MANAGEMENT, 5-1 to 5-19

- Goal setting, 5-3
- Importance, 5-4 to 5-5, Appendix 5F-2
- Insolvency and bankruptcy, 5-19
- Obtaining accurate data, 5-5 to 5-8
- Planning strategies, 5-8 to 5-14, PS-2
- Work programs, 5-3 to 5-4

FINANCIAL PLAN

- Defined, 14-1 to 14-2
- Developing, 12-1 to 12-16
- Monitoring, 13-4 to 13-8
- Review of, 13-5

FINANCIAL PLANNERS

- Fee only, 13-2
- Professional and industry associations, Appendix 18C
- Title reform legislation, 15-9
- Website resources, Appendix 16C, Appendix 16D

FINANCIAL PLANNING BROCHURE, Appendix 17S

FINANCIAL PLANNING EDUCATION PROVIDERS,
Appendix 18H

FINANCIAL PLANNING LIBRARY, Appendix 18B

FINANCIAL PLANNING NEEDS CHECKLIST,
Appendix 17T

FINANCIAL PLANNING ORGANIZATIONS, 18-15

FINANCIAL PLANNING REVIEW CHECKLIST,
13-6

FINANCIAL PLANNING SEMINAR

- Attendee questionnaire, Appendix 17R
- Budget and facilities checklist, Appendix 17Q
- Checklist, Appendix 17P
- Invitation, Appendix 17N
- Outline, Appendix 17O

FINANCIAL PLANNING STANDARDS BOARD (FPSB),
15-4

**FINANCIAL PLANNING STANDARDS COUNCIL OF
CANADA (FPSC)**, 1-3, 15-2 to 15-3

- Address, 18-60.1
- Standards of Professional Responsibility, Appendix 15A

FINANCIAL PLANNING STRATEGIES, 5-8 to 5-19

FINANCIAL STATEMENT RATIO ANALYSIS, FT-16

FINANCIAL SITUATION

- Opportunities, 2-2

FINANCIAL STATUS, 4-1 to 4-5

FINANCIAL TABLES, FT-1 to FT-16

**FINANCIAL TRANSACTIONS AND REPORTS
ANALYSIS CENTRE OF CANADA (FINTRAC)**, 15-26,
15-35 to 15-39

FINTRAC. *See* **MONEY LAUNDERING AND TERRORIST
FINANCING**

FIRST-TIME HOME BUYER INCENTIVE. *See also under*
HOME BUYERS' PLAN (HBP)

- Eligibility, 5-16
- Options, 5-6
- Purchase price reduction, percentages, 5-16
- Qualifying for, 5-16
- Repayment, 5-16
- Terms, 5-16

FIRST HOME SAVINGS ACCOUNT (FHSA), 5-17 to 5-18.*See also under HOME BUYERS' PLAN (HBP)*

- Age requirements, 5-17
- Beneficiary, 5-18
 - • taxes, 5-17 and 5-18
- Contribution room worksheet, Appendix 5K
- Contributions, tax-deductible, 5-17
 - • lifetime, 5-17
- Estate, 5-18
- Home Buyers' Plan (HBP), 5-17
- Investments, 5-17
- Non-qualified investments, 5-17
- Overcontribution penalty, 5-18
- Qualifications, 5-17
- Requirements, 5-17 and 5-18
- Spousal, 5-17 and 5-18
- Transfers
 - • RRIF, 5-17 and 5-18
 - • RRSP, 5-17 and 5-18
 - • TFSA, 5-17 and 5-18
- Withdrawals, tax-free, 5-17 and 5-18
 - • non-qualifying, 5-18

FISCAL YEAR-END, 20-26**FORCED SAVINGS, 5-9 to 5-10****FORMS. See also under BEST PRACTICES SYSTEM**

- Action plan, 1-9, Appendix 13B
- Additional property/liability insurance schedule, Appendix 3B-17
- Analysis and findings, Appendix 12D-5
- Annual cash flow analysis form, 3-13, Appendix 3B-5, Appendix 3B-6
- Appendix listing, Appendix 12D-6
- Asset Management planning strategies checklist, Appendix 110, 11P
- Asset management work program, Appendix 11A
- Assets, 3-12 to 3-13, Appendix 3B-3
- Auto insurance, reducing premiums, Appendix 6V
- Banking, cost of checklists, Appendix 5H, Appendix 5I, Appendix 5J
- Bond specification form, Appendix 11F
- Business/practice insurance schedule, Appendix 3B-18
- Calculation of education funding needs, 8-3 to 8-4, Appendix 8B
- Calculation of lump-sum deposit to fund education, 8-4, Appendix 8D
- Calculation of periodic to fund education, 8-4, Appendix 8E
- Cash-flow improvement techniques, Appendix 5F-4
- Cash-flow planning strategies checklist, Appendix 5E
- Cash-flow, Appendix 3B-6
- Cash management, 1-10
- Cash requirements worksheet, Appendix 10C
- Cash planning worksheet, Appendix 5D
- Cash reserve needs analysis worksheet, 6-5, Appendix 6B
- Charitable giving strategies checklist, Appendix 14C
- Checklist for PFP Engagements, Appendix 1C
- Client documents portfolio Appendix 3C
- Client handouts on financial management, Appendix 5F

- Client handouts on risk management and Appendix 6W
- Client qualification form, Appendix 2B
- Client questionnaire for selecting money manager, Appendix 11N
- Client satisfaction survey, Appendix 17U
- Comparative accumulation on RESP, Appendix 8I, 8J
- Consumer checklist: Cost of banking, Appendix 5H
- Contact information for regulators of private pension plans, Appendix 9L
- Continuing living expenses, 3-13, Appendix 3B-7
- Credit card selection worksheet, Appendix 5GC
- Critical illness insurance policies schedule, Appendix 3B-10
- Critical illness worksheet, Appendix 6M
- Data gathering forms, Appendix 3B
- Data gathering guide, Appendix 3B
- Decision-making worksheet, 1-11, 11-5, 11-6, Appendix 11B, Appendix 12B
- Developing final recommendations work program, Appendix 12A
- Direct investment review forms, 11-38
- Direct investments specifications form, Appendix 11J
- Disability insurance policies schedule, Appendix 3B-9
- Disability insurance policy checklist, 6-50, Appendix 6I
- Disability insurance specifications, 6-50.1, Appendix 6J
- Disability needs analysis worksheet, 6-48, Appendix 6H
- Documents request, 3-15, Appendix 3B-13
- Education planning work 8-3, Appendix 8A
- Educational planning strategies Appendix 8F
- Engagement budget form, 2-4 to 2-5, Appendix 2D
 - • purpose of, 1-8, 2-4 to 2-5
- Engagement control checklist, Appendix 1C
- Estate administration checklist, Appendix 10E
- Estate and tax planning strategies checklist, 10-5, Appendix 10A
- Estate and tax planning strategies checklist, 10-5, Appendix 10F
- Estate planning data, 3-14 to 3-15, Appendix 3B-13
- Estate planning: *Income Tax Act* quick reference schedule, Appendix 10I
- Estate planning techniques checklist, 1-8, Appendix 10E, 10F
- Estate planning work program, Appendix 10A
- Expenditure form, analysis of, Appendix 5C
- FPSC Professional Competencies, Appendix 1D
- Financial management work program, Appendix 5A
- Financial planning needs checklist, Appendix 17V
- Financial planning review checklist, 1-9, Appendix 13C
- Financial planning software shopping checklist, Appendix 16A, Appendix 16B
- Funding special needs worksheet, 14-14, Appendix 14B
- General duties of an executor, Appendix 10G
- Goal setting and planning, Appendix 5F-1
- Goals clarification form, 1-12, 5-3, 10-5, 1132, Appendix 3A
 - • use of, 2-4, 3-3, 3-4
- Homeowners', auto and liability insurance checklist, Appendix 6K
- Homeowners' insurance policies schedule, Appendix 3B-14
- Implementation action plan, 13-3, Appendix 12D-4, Appendix 13B

- Implementation work program, 13-2 to 13-3, Appendix 13A
 - Income tax planning work program, Appendix 7A
 - Initial interview checklist, Appendix 2A
 - Investment planning work program, 9-3, Appendix 11A
 - Investment portfolio analysis, 11-35, Appendix 11B
 - Investment portfolio yield analysis, 11-37, Appendix 11E
 - Investment specification forms, 11-38
 - Liabilities schedule, 3-13, Appendix 3B-4
 - Life insurance deficit (surplus), 6-7, Appendix 6D
 - Life insurance needs analysis worksheet, 6-5, Appendix 6C
 - Life insurance policies schedule, Appendix 3B-8
 - Life insurance policy evaluation checklist, 6-44.6, Appendix 6E
 - Life insurance products menu, Appendix 6-105
 - Life insurance specifications, 6-44.6, Appendix 6G
 - Limited partnership agreement analysis, Appendix 11L
 - Limited partnership specifications form, Appendix 11K
 - Location of, Appendix 1B
 - Long-term care insurance comparison, Appendix 6N
 - Long-term care insurance policies schedule, Appendix 3B-11
 - Marketing budget worksheet, Appendix 17W
 - Maximum LIF withdrawal schedule, Appendix 9J
 - Medical and dental insurance checklist, Appendix 6L
 - Medical/dental insurance policies schedule, Appendix 3B-16
 - Moving expenses per km rates, Appendix 7D
 - Mutual fund analysis worksheet, Appendix 11H
 - Mutual funds specification form, Appendix 11G
 - Net cost of refinancing, Appendix 14D
 - New client lead information sheet, Appendix 17X
 - Non-financial retirement issues, Appendix 9G
 - Pension benefits standards by jurisdiction, Appendix 9K
 - Personal and family data, 3-12, Appendix 3B-1
 - Personal budget analysis, Appendix 5B
 - Personal budget preparation, Appendix 5F-3
 - Pooled, 9-24 to 9-25
 - Preliminary analysis work program, Appendix 4A
 - Prior marriage questionnaire, Appendix 3B-2
 - Projected adjusted net worth at retirement, 9-5, Appendix 9D
 - Projected value of children's investable assets, 8-4, Appendix 8C
 - Provincial/territorial probate rates, Appendix 10J
 - Report building, how to use CAPF system, Appendix 12D-1
 - Report building work program, 12-11, Appendix 12D-2
 - Report review and approval form, Appendix 12D-7
 - Report formats, Appendix 12C
 - Reporting forms, 1-9, Appendix 12D-1 to 12D-7
 - Reporting package, Appendix 12D-3 to 12D-7
 - Retirement analysis worksheet — Current dollars, 9-5, Appendix 9C
 - Retirement analysis worksheet — Future dollars, 9-5, Appendix 9E
 - Retirement and financial independence income needs worksheet, 9-3, Appendix 9B
 - Retirement and financial independence planning strategies checklist, 9-4, Appendix 9F
 - Retirement and financial independence planning work program, 9-5, Appendix 9A
 - Retirement planning needs worksheet, 9-4, Appendix 9B
 - Retirement planning strategies checklist, 9-6, Appendix 9F
 - Retirement planning work program, 9-4, Appendix 9A
 - Review and reassess work program, Appendix 4B
 - • use of, 4-3
 - Review of general partner, Appendix 11M
 - Risk management planning strategies checklist, Appendix 6Y
 - Risk management work program, 6-4 to 6-4.1, Appendix 6A
 - Risk profile and investment preferences, 3-14, Appendix 3B-12
 - Sample client termination letter, Appendix 18I
 - Sample staffing patterns, Appendix 18A
 - Seminar planning checklist, Appendix 17R
 - Special planning goals work program, 14-13, Appendix 14A
 - Stock specifications form, Appendix 11I
 - Table of annual education costs, Appendix 8G
 - Table of contents, Appendix 12D-3
 - Table of guideline portfolio mixes, 11-35 to 11-36, Appendix 11D
 - Table of risk profile patterns, 11-36, Appendix 11C
 - Tax calculation worksheet, Appendix 10B
 - Tax planning strategies checklist, Appendix 7B
 - Tax preparation software programs, Appendix 7GC
 - Testamentary letter checklist, Appendix 9H, Appendix 10H
 - Transmittal letters, Appendix 12E
 - Travel medical coverage, Appendix 6Z
 - Universal life illustration, Appendix 6F
 - Vehicle insurance policies schedule, Appendix 3B-15
 - Will review checklist, Appendix 10D
 - Website resources for clients, Appendix 16D
 - Whole life insurance policy cost calculation, Appendix 6T
 - Worksheet to help choose credit card, Appendix 5G
- FP CANADA, 15-2 to 15-3**
- History, 15-2
 - Mandate, 15-2
- GOALS**
- Best practices, 3-4
 - Budgeting, 5-3
 - Client profiles, 3-3 to 3-4
 - Establishing, 5-3
 - Initial list, 12-2
 - Life cycle, 3-2 to 3-3
 - Reassessment of, 12-3
 - Setting, 3-2, Appendix 5F-1
 - Unrealistic, 4-3 to 4-4
- GOLD, 11-50.1 to 11-50.2**
- GOVERNMENT RETIREMENT BENEFITS**
- Provincial supplement, 9-9
- GUARANTEED INCOME SUPPLEMENT (GIS) PROGRAM, 9-8**
- Benefits, K-3

- Eligibility, 9-9
- Exemption, 9-9
- Extended spousal benefit, 9-9
- Provincial supplements, 9-9
- Spousal benefit, 9-8
- Survivor's allowance, 9-9

GUARDIANSHIP, 10-35 to 10-36

HARD ASSETS, 11-50 to 11-50.1

HEALTH DIRECTIVES, 10-37

HEALTH INSURANCE, 6-50.7 to 6-50.8(2)

- Dental coverage, 6-50.8
- Group protection, 6-50.8
- Major medical expense protection, 6-50.8
- Out of province, 6-50.8(1) to 6-50.8(2)
- Private health services plans (PHSPs), 6-50.8(2)
- Provincial/territorial health care, 6-50.8
- Sickness risk, 6-50.7 to 6-50.8(2)

HOME BUYERS' PLAN (HBP), 5-16, 9-31 to 9-32. *See also under FIRST HOME SAVINGS ACCOUNT (FHSA)*

- Strategies, 9-32
 - income splitting arrangement, 9-32
 - individuals approaching 71, 6-9, 9-32.1
 - participation prior to marriage, 9-31

HOME EQUITY LOANS, 5-11, Appendix 5F-4

HOME OFFICE EXPENSES, 20-26

HOME OFFICE RULES, 7-45

HOUSING, 14-21 to 14-22

INCOME

- Increasing, 5-13

INCOME SPLITTING, 20-25

- Attribution rules, 7-35
- Canada Pension Plan, 7-37
- Defined, 14-1 to 14-2
- Employing family members, 7-37
- Kiddie tax, 7-37
- Pension income, 7-37 to 7-38, 9-34
 - Form T103, 9-34
- Spousal RRSPs, 7-38 to 7-39

INCOME SPLITTING STRATEGIES, 7-34 to 7-43

- Quick reference, PS-5, PS-8

INCOME TAX RATES

- Corporate rates, CCPC, K-25 to K-28
- Federal and provincial/territorial rates and brackets, K-8 to K-10
- Individual's combined top marginal rates, K-7

INCOME TRUSTS, 11-50.2

INDEPENDENT FINANCIAL BROKERS OF CANADA, 18-60.1

INDIVIDUAL PENSION PLANS. *See* **IPPs**

INHERITANCE, 9-47

INITIAL INTERVIEW, 2-3 to 2-4, Appendix 2A

INSOLVENCY AND BANKRUPTCY, 15-17

INSTITUTE OF ADVANCED FINANCIAL PLANNERS (IAFP), 15-6

- About, 15-6
- Address, 15-6.1, 18-60
- Code of professional ethics, Appendix 15B
- Components, Professional Standards of Practice, 5-2
- Developing and presenting financial plan, Appendix 12F
- Minimum standards of practice, procedures, 6-3, 7-2, 11-2
- Professional standards, Appendix 15C
- "Retirement Planner, minimum standards, 9-3

INSTITUT QUEBECOIS DE PLANIFICATION FINANCIÈRE (IQPF), 15-4

INSURANCE, EMPLOYMENT. *See* **EMPLOYMENT INSURANCE (EI)**

INSURANCE, LIABILITY. *See* **LIABILITY INSURANCE**

INSURANCE, LONG TERM CARE, 6-50.5 to 6-50.7

- Age considerations, 6-50.5 and 6-50.6
- Conditions, 6-50.5
- Elimination period, 6-50.5
- Facility care, 6-50.6
- General, 6-50.5
- Home care, 6-50.6
- Tax treatment, 6-50.6 to 6-50.7
- Waiting period, 6-50.5 and 6-50.6

INSURANCE BUREAU OF CANADA (IBC), 18-60.1

INSURANCE PLANNING STRATEGIES

- Quick reference, PS-3, PS-4

INSURANCE PROFESSIONALS, WORKING WITH, 6-50.15

- Sample letters
 - automobile, homeowners' and liability insurance agent/broker, to, Appendix 6Q
 - disability insurance agent/broker, to, Appendix 6P
 - life insurance agent/broker, to, Appendix 6O
 - long-term care insurance agent, to, Appendix 6S
 - medical insurance agent, to, Appendix 6R

INSURANCE RATERS, 6-50.16**INSURANCE SPECIALISTS, 18-17****INSURANCE TERMS, GLOSSARY, Appendix 6X****INTEREST RATES, PRESCRIBED, K-19 to K-20****INTERNATIONAL FOUNDATION OF EMPLOYEE BENEFIT PLANS, 18-60.1****INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), 15-5****INTESTACY, 10-35**

- Provincial/Territorial rules, Appendix 10K

INVESTMENT ADVISORS, 18-17

- Co-ordination with, 13-3 to 13-4, 13-7 to 13-8

INVESTMENT CATEGORIES, 11-13

- Cash reserve, 11-13 to 11-14
- Direct investments, other, 11-20 to 11-21
- Equity, 11-16 to 11-17
- Fixed income, 11-14 to 11-16
- Hard assets, 11-19 to 11-20
- Real estate, 11-17 to 11-19

INVESTMENT PLANNING. See ASSET MANAGEMENT**INVESTMENT PLANNING STRATEGIES**

- Closely held corporation, 20-27
- Equity investments, 11-16 to 11-17
- Fixed income investments, 11-14 to 11-16
- Hard assets, 11-19 to 11-20
- Real estate, 11-17 to 11-19

INVESTMENT PORTFOLIO

- Summarizing, 11-11 to 11-21

INVESTMENT PREFERENCES, 11-11**INVESTMENT RETURNS, FT-15****INVESTMENT STRATEGIES**

- Aggregate taxable capital, 20-28
- Closely held business, 20-27
- Passive income reduction, 20-28
- Small business deduction, 20-28

IPPs, 9-22 to 9-24

- Business owners, 20-27

JOINT PROPERTY, 10-42 to 10-43**JOINT PARTNER TRUSTS, 10-20.1****KEY FACTS AND FIGURES**

- Advanced Life Deferred Annuity (ALDA), K-5
- Automobile deductions and benefits, K-5 to K-7
- Canada Pension Plan (CPP)
 - • benefits, K-1
 - • contributions, K-2
- Corporate income tax rates, CCPC, K-25 to K-28
- DC pension plan contribution limits, K-4
- Dividend tax credit rate and amount of dividends that may be received without incurring tax, K-29
- • eligible, K-28 to K-29
- • non-eligible, K-29
- DPSP contribution limits, K-5
- Employment Insurance (EI)
 - • benefits, K-4
 - • contributions, K-3 to K-4
- Employment Withholdings, Federal, K-30
- Income tax rates
 - • corporate, CCPC, K-25 to K-28
 - • federal and provincial/territorial income tax rates and brackets, K-8 to K-10
 - • individual's combined top marginal tax rates
 - • • capital gains, K-7
 - • • dividends, K-7
 - • • interest, K-7
 - • • salary, K-7
- Investment Tax Credits (ITCs), K-24 to K-25
- Non-refundable tax credit rates and amounts, K-10 to K-16
- Old Age Security (OAS) benefits, K-2 to K-3
- Prescribed interest rates, K-19 to K-20
- Québec employment insurance (EI)
 - • contributions, K-4
- Québec non-refundable tax credit rate and amounts, K-15 to K-16
- Québec Parental Insurance Plan (QPIP), K-4
- Québec Pension Plan (QPP)
 - • benefits, K-1
 - • contributions, K-2
- Québec refundable tax credit rate and amounts, K-17 to K-19
- Research and development (R&D) tax incentives, K-24 to K-25
- RRSP contribution limits, K-4
- RRSP/RRIF withholding rates, K-5
- Tax credit rates and amounts
 - • dividend, K-28 to K-29
 - • non-refundable, K-10 to K-14
 - • non-refundable, Quebec, K-15 to K-16
 - • refundable, Quebec, K-17 to K-19
- Tax treaty withholding rates, K-20 to K-24
- TFSA contribution limits, K-5

KEY PERSON DISABILITY, 6-47 to 6-48**LAWYERS, 18-16 to 18-17****LETTER WRITING TIPS, 17-47 to 17-48****LEVELS OF SERVICE, 3-1 to 3-2**

LEVERAGED LIFE INSURANCE PROGRAM, 6-20 to 6-44.5

- Aggressive tax planning and reportable transactions, 6-29 to 6-30
- Bonus payment, corporate application, 6-34 to 6-37
- Collateral insurance deduction, 6-44.4 to 6-44.5
- GAAR concerns, 6-37 to 6-28
- Immediate borrowing application, 6-41 to 6-43
- Immediate borrowing, collateral loan, 6-43 to 6-44
- Immediate borrowing, 10/8 collateral loan prior to 2013 budget, 6-44 to 6-44.2
- Immediate borrowing, 10/8 policy loan prior to 2013 budget, 6-44.2 to 6-44.4
- Interest deductibility
 - • compound interest, 6-22 to 6-2
 - • general anti-avoidance rule (GAAR), application of , 6-25 to 6-27
 - • proposed legislation, 6-23 to 24
 - • Quebec rules, 6-24
 - • simple interest, 6-21 to 6-22
- Living buyout, corporate application, 6-37 to 6-41
- Overview, 6-20 to 6-21
- Policy loan interest, 6-44.4
- Retirement application, individual, 6-30 to 6-32
- Retirement redemption, corporate application, 6-32 to 6-34

LIABILITY INSURANCE, 6-50.14 to 6-50.15, 18-22

- Directors, 6-50.15
- For CPA financial planners, 15-14
- For financial planners, 15-12
- Officers, 6-50.15
- Personal umbrella, 6-50.14
- Professional, 6-50.15, 15-12 to 15-13

LIBRARY. *See* **FINANCIAL PLANNING LIBRARY****LIFE INCOME FUNDS**. *See* **LIFs****LIFE INSURANCE**

- Annuities, 11-50.7 to 11-50.8
 - • insured, 9-32.10
 - • payout options, 9-19
 - • personally owned insured, 9-44 to 9-45
 - • prescribed, 9-41 to 9-42
- Borrowing against policy, 6-20
- Buy-sell agreements, 6-9 to 6-11
- Cash, 6-20, 6-44.6 to 6-44.15
- Charitable strategies, 6-44.9 to 6-44.15
- Choosing type of policy, 6-44.5 to 6-44.9
- Deficit (surplus), 6-7
- Demutualization, 6-20
- Disability benefits, 6-44.7 to 6-44.8
- Due diligence, 6-35, 6-36
- Employer group plans, 6-12
- Estate planning, 6-12, 9-32.3, 10-37
- Evaluation checklist, 6-44.6, Appendix 6E
- Gift, as, 6-44.9 to 6-44.15
 - • methods of giving, 6-44.11
 - • • bequest of policy proceeds, 6-44.11
 - • • charity owned policy, 6-44.11 to 6-44.14
 - • • donor owned policy, 6-44.14 to 44.15

- • • summary, 6-44.15
- • other insurance supported gifts, 6-44.15
- Guaranteed minimum withdrawal benefits, 11-50.11
- Illustration credibility, 6-44.9
- Individual contracts, 6-13,
- Investments, as, 6-13, 6-18 to 6-19, 11-50.8 to 11-50.9
- Joint and survivor, 9-41
- Joint coverages, 6-15
- Leveraged programs, 6-20 to 6-44.5, *see also* **LEVERAGED LIFE INSURANCE PROGRAM**
- Living benefits, 6-46 to 6-47
- Loans, 6-41 to 6-44.4
- Menu of products, Appendix 6U
- Needs analysis, 6-6 to 6-7
- No-load, 6-44.6 to 6-44.7
- Non-forfeiture benefits, 6-5
- Performing checkup for clients, 6-8
- Policy form, 6-44.15 to 6-46
 - • cash, loan and non-forfeiture benefits, 6-44.16 to 6-45
 - • declarations, 6-44.15
 - • riders, 6-45
 - • standard provisions, 6-44.16
- Premium costs, 6-44.6
- Quick pay, 9-40
- Ratings, 6-50.16
- Retirement planning, 6-13
- Replacing existing, 6-34
- Segregated funds, 11-50.11
- Settlement options, 6-43, 6-44
 - • fixed amount, 6-44
 - • fixed period, 6-45
 - • interest payment, 6-45
 - • life income payments, 6-46
- Specifications, 6-44.6, Appendix 6G
- Strategies, 6-9
 - • charitable giving strategies, 6-44.9 to 6-44.15
- Term, 6-14, 6-15
- Universal life, 6-17 to 6-18, 8-9, 11-50.9
 - • illustration, Appendix 6F
- Variable life, 6-19 to 6-20
- Whole life, 6-15 to 6-17
 - • cost calculation, Appendix 6T

LIFELONG LEARNING PLAN, 8-10 to 8-11, 9-32.1 to 9-32.2**LIFs**, 9-32.6, 9-32.7 to 9-32.8

- Maximum withdrawal schedule, Appendix 9J
- Taxation at death, 10-6.1 to 10-7

LIMITED PARTNERSHIPS, 11-50.4 to 11-50.7

- Analysis, 11-50.6
- Cash flow planning, 11-50.5
- Client suitability considerations, 11-50.4
- Control over investment, 11-50.6
- Diversification, 11-50.5
- Liquidity, 11-50.5
- Risk profile, 11-50.6
- Tax planning needs, 11-50.5

LIMRA/LOMA CANADA, 18-60.1

LIQUIDITY, 6-5**LIRAs**, 9-32.6 to 9-32.7**LIVING WILLS**, 10-38 to 10-39

- Provincial/territorial power of attorney and living wills, Appendix 10L

LOANS

- Estate planning, 10-39
- Home equity, 5-11, Appendix 5F-4
- Interest free, 20-24 to 20-25
- Life insurance, leveraged, 6-41 to 6-44.4
- Student, 7-24, 8-11

LOCKED-IN RETIREMENT ACCOUNTS. *See* **LIRAs****LOCKED-IN RETIREMENT INCOME FUNDS**, 9-32.6 to 9-32.9

- LIFs, 9-32.6, 9-32.7 to 9-32.8
- LIRAs, 9-32.6 to 9-32.7
- LRIFs, 9-32.8
- PRIFs, 9-32.9
- Transfer on death, 9-32.6
- Unlocking, 9-32.5

LONG TERM CARE INSURANCE. *See* **INSURANCE, LONG TERM CARE****LOSSES**

- Cumulative net investment, 10-13
- Net capital, 10-13

LRIFs, 9-32.8**MALPRACTICE**, 15-10**MARKETING EFFORTS**

- Coordination of within firm, 17-33 to 17-34
- Evaluation of, 17-42
- Track, 17-11

MARKETING LETTERS

- Samples
 - • letter enclosing PFP brochure, Appendix 17C
 - • letter enclosing response card, Appendix 17D
 - • letter - executive perk, Appendix 17H
 - • letter - financial plan as employee benefit, Appendix 17L
 - • letter - financial plan offering, Appendix 17K, Appendix 17M
 - • letter to clients after tax season, Appendix 17J
 - • letter to doctors, Appendix 17G
 - • letter to non-clients, Appendix 17E, Appendix 17F
 - • letter to tax clients during tax season, Appendix 17I
- Tips, 17-47 to 17-48

MARKETING PLAN, 17-2 to 17-11

- Checklist, Appendix 17A
- Simplified plan, Appendix 17B

MARKETING TECHNIQUES

- Existing clients, 17-15 to 17-24
 - • cross-selling services, 17-22 to 17-24
 - • • "as needed services", 17-23
 - • • preventive services, 17-23
 - • direct response, 17-16 to 17-18
 - • • direct email, 17-17
 - • • direct mail, 17-17 to 17-18
 - • email, 17-19
 - • gifts, 17-24
 - • newsletters
 - • • alternatives to, 17-21 to 17-22
 - • • email, 17-20 to 17-21
 - • • print, 17-19 to 17-20
 - • nurturing the relationship, 17-11 to 17-15
 - • personal contact, 17-16
 - • retention, 17-15 to 17-16
 - • selecting techniques, 17-24
- Marketing methods descriptions, Appendix 17X
- Potential clients, 17-24 to 17-33
 - • brochures, 17-25 to 17-26
 - • executive perk, 17-30
 - • gifts, 17-31
 - • joint seminars, 17-29 to 17-30
 - • middle-income planning, 17-30
 - • newspaper articles, 17-26 to 17-27
 - • print advertising, 17-30 to 17-31
 - • radio/television, 17-31
 - • referrals, 17-26
 - • seminars, 17-27 to 17-29
 - • speaking engagements, 17-30
 - • team selling, 17-31 to 17-32
 - • telemarketing, 17-32 to 17-33
 - • television, 17-31

MARRIAGE DISSOLUTION, TAX IMPLICATIONS OF, 7-43 to 7-44**MARRIAGE QUESTIONNAIRE, PRIOR**, Appendix 3B-12**MISSION STATEMENT**, 18-3**MODULAR PLANNING**, 1-12, 3-1 to 3-2, 14-1 to 14-8. *See also* **SEGMENTED PLANNING**

- Acquisitions, 14-6
- Budget control, 14-4
- Business valuation, 14-6
- Buy-sell agreements, 14-6
- Cash flow management, 14-4
- Charitable giving, 14-6
- Children's education, 14-4
- Choice of entity, 14-6
- Client questions leading to, 14-3
- CPP/QPP, 14-5
- Credit procurement, 14-4
- Divorce, 14-5
- Employee benefits counselling, 14-5
- Estate planning, 14-5

- Fiduciary tax planning, 14-5
- Financial support
 - • disabled relatives, 14-5
 - • elderly relatives, 14-5
- Income tax planning, 14-5
- Investment advice, 14-5
- Investments, review of proposed, 14-5
- Marketing, 14-2 to 14-6
- Mergers, 14-6
- Pension distribution planning, 14-4
- Performance of engagements, 14-6 to 14-8
- Planner as initiator, 14-3
- Premarital financial counselling, 14-5
- Process, 14-7
- Record keeping, 14-4
- Reminder list, 14-4 to 14-6
- Reports, 14-30 to 14-31
- Retirement income goals, 14-5
- Risk management, 14-4
- Separation, 14-5
- Title to assets, 14-5

MONEY LAUNDERING AND TERRORIST FINANCING

- *Anti-Terrorism Act*, 15-33 to 15-34
- Combating money laundering, 15-28 to 15-30, 15-32
 - • international efforts, 15-29
- Cross-border reporting, 15-35
- Financial Transactions and Reports Analysis index
 - • Centre of Canada (FINTRAC), 15-35 to 15-39
 - • contact information, 15-39
 - • disclosure by, 15-38
 - • privacy protection, 15-37
 - • what to report, 15-36 to 15-37
 - • who must report, 15-35 to 15-36
- Money laundering, 15-26 to 15-30
 - • asset purchases with bulk cash, 15-27
 - • black-market peso exchange, 15-28
 - • currency smuggling, 15-28
 - • exchange transaction, 15-27
 - • gambling in casinos, 15-28
 - • nominees, 15-27
 - • structuring or smurfing, 15-27
- *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, 15-26, 15-34 to 15-35
- Terrorist financing, 15-30 to 15-32, 15-33 to 15-34
 - • combating, 15-31 to 15-39
 - • methods of, 15-30 to 15-31
- United Nations Suppression of Terrorism Regulations, 15-33

MONEY PURCHASE PLANS. See under REGISTERED PENSION PLANS (RPPs) and RETIREMENT PLANNING

MORTGAGE-BACKED SECURITIES, 11-39

MUTUAL FUND, 11-40.1 to 11-46

NATIONAL CHILD BENEFIT SUPPLEMENT, 8-8

NEW CLIENTS, 1-9 to 1-11

NON-RECURRING RECEIPTS, 14-13

NON-REGISTERED PLANNERS, 2-7

OAS. See OLD AGE SECURITY PROGRAM

OFFICE FILING SYSTEM, 18-14, 18-61 to 18-68

OLD AGE SECURITY PROGRAM, 9-7 to 9-10

- Benefits, K-2 to K-3
- Death, 9-8
- Eligibility, 9-7
- Extended spouse's allowance, 9-9
- Guaranteed income supplement (GIS), 9-9
- Minimizing effect of clawback, 9-7
- Outside Canada, 9-9
- Provincial supplements, 9-9 to 9-10
- Spousal benefits, 9-9
- Survivor allowance, 9-9
- Widowed spouse's allowance, 9-9

ONLINE INFORMATION SERVICES, 16-16

- Commercial services, 16-16
- Internet, 16-16, Appendix 16C, Appendix 16D

OPEN-END INVESTMENT COMPANIES, 11-41

- Selecting fund, 11-43 to 11-45

OPTIONS, 11-46 to 11-50

ORGANIZATIONS. See FINANCIAL PLANNING ORGANIZATIONS

ORGANIZING DATA, 3-9 to 3-11

PART-TIME EMPLOYMENT, 9-47

PARTNERS, DECEASED, 10-7

PARTNERSHIP AGREEMENT, 20-10.1 to 20-14.1

PARTNERSHIPS, 20-9, Appendix 20A

PAYROLL DEDUCTIONS, 5-6

PENSION LEGISLATION, 9-17

PERSONAL FINANCIAL PLANNING (PFP)

- Definition, 1-2
- Engagement. *See* **PFP ENGAGEMENT**
- History, 1-1 to 1-2
- Location of forms and checklists, Appendix 1B
- Process. *See* **PFP PROCESS**
- Report. *See* **REPORT (PFP)**
- Subject areas, 1-3
- System. *See* **PFP SYSTEM**

PERSONAL RESIDENCE, 9-46 to 9-46.1

- Refinancing, 5-10

PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA), 15-22 to 15-25**PFP ENGAGEMENT**

- Analysis phase, detailed, 4-4
- Checklist, 4-5, Appendix 1C
- Modular. *See* **MODULAR PLANNING**
- Scope, 2-4 to 2-5

PFP PRACTICE

- Automating, 16-7 to 16-13
 - • comprehensive software, 16-9 to 16-10
 - • contracting out, 16-9
 - • general purpose software, 16-11 to 16-13
 - • getting started, 16-7 to 16-8
 - • list of software and vendors, Appendix 16A
 - • proprietary software, 16-13
 - • special application software, 16-11
 - • suggestions to minimize time and cost, 16-8
- Benefits of technology in, 16-4 to 16-5
 - • keeping up with competition, 16-5
 - • planner productivity, 16-4
 - • quality service at lower cost, 16-4
 - • remote access, 16-5
 - • sophistication, 16-4
 - • tracking and updates, 16-4 to 16-5
 - • “what if” computations, 16-4
- Buying computer for, 16-13 to 16-15
 - • common sense feasibility analysis, 16-14
- Computer software
 - • comprehensive software, 16-9 to 16-10
 - • defined practice needs first, 16-2 to 16-3
 - • general purpose software, 16-11 to 16-13
 - • proprietary software, 16-13
 - • special application software, 16-11
 - • where does it fit in, 16-2 to 16-4
- Limitations of technology in, 16-5
- Reliance on computers, 16-5
 - • assuming computers infallible, 16-5
 - • making recommendations beyond planner’s comprehension, 16-6
 - • using computer as crutch, 16-5
- Security
 - • cloud based computer, 16-14
 - • custom software, 16-13
 - • data storage, 16-3
 - • online information services, 16-16
 - • two factor authentication, 16-5

PFP PRACTICE MANAGEMENT

- Advisory board. *See* **ADVISORY BOARD**
- Compensation. *See* **COMPENSATION**
- Education, 18-15, Appendix 18H
- Fees. *See* **FEES**
- Liability insurance, 18-22
- Marketing services, 18-21 to 18-22
- Office filing system, Appendix 18D
- Outside specialists, use of, 18-15 to 18-19
- Overview, 18-1

- Practicing profitably, 18-11 to 18-13
- Professional designations, 18-15
- Resources, 18-13 to 18-15, Appendix 18B
- Senior-friendly practice, 18-22 to 18-24
- Staffing. *See* **STAFFING**
- Strategic plans. *See* **STRATEGIC PLANS**

PFP PROCESS

- Computer software, 1-5
 - • comprehensive software, 1-5 to 1-6
 - • fitting software to process, 16-3 to 16-4
 - • special application software, 1-5
- Six steps, 1-3 to 1-4

PFP REPORT. *See* **REPORT (PFP)****PFP SYSTEM**

- Best practices system. *See* **BEST PRACTICES SYSTEM**
- Computer software. *See* **COMPUTER SOFTWARE**
- Designing, 1-4 to 1-6
- Selecting, 1-4 to 1-6

PERSONAL INJURY AWARD, 14-27**PLAN, PRESENTATION OF**, 12-13 to 12-14**PLANNER EXPERTISE**, 2-2**PORTFOLIO MANAGEMENT ASSOCIATION OF CANADA (PMAC)**, 18-60.1**PORTFOLIO MIXES**, 11-35 to 11-36

- Table, Appendix 11D, Appendix 11E

PORTFOLIO REPOSITIONING, 11-22**POWER OF ATTORNEY**, 10-38 to 10-39

- Adult children with diminishing capacity, 10-46 to 10-47
- provincial/territorial, Appendix 10L

PRACTICE MANAGEMENT, 15-15 to 15-22

- Client data, 15-17
- Client goals, 15-18
- Client situation, analysis of, 15-18
- Consulting with specialists, 15-18
- Engagement letters, 2-5 to 2-7, 15-17
- Evaluating clients, 15-16
- Full disclosure, 15-17
- Implementation of plans, 15-20
- Investment advice, 15-19 to 15-20
- Keeping in touch, 15-20
- Legal counsel, 15-20
- Liability insurance, 15-16
- Planner-client relationship, 15-20
- Professional competency, 15-21
- Records, 15-21
- Register with appropriate provincial authority, 15-21
- Reports, 15-20

- Return to sender mail, 15-21
- Sound recommendations, 15-18
- Supervision of staff, 15-18

PRACTICE RESOURCES, 18-13 to 18-15

- Computer resources, 18-14 to 18-15
- Financial planning library, 18-13 to 18-14, Appendix 18B
- Financial planning organizations, 18-15
- Office filing system, 18-14

PREFERRED BENEFICIARY ELECTION, 10-16

PRELIMINARY ANALYSIS, 4-2 to 4-3

- Work program, 4-2, Appendix 4A

PRELIMINARY RECOMMENDATIONS, 4-4

PRIFs. *See* **RRIFs**

PRINCIPAL PROTECTED NOTE (PPN), 11-50.4

PRINCIPAL RESIDENCE EXEMPTION, 7-32 to 7-33, 9-46, 10-19

PRIORITIES, ESTABLISHING, 12-2

PRIVACY COMMISSIONER, 15-25

PRIVACY POLICY, 15-22 to 15-25

PROBATE, 10-36

- Provincial/territorial rates, Appendix 10J

PROCEEDS OF CRIME (MONEY LAUNDERING) AND TERRORIST FINANCING ACT, 15-26 to 15-39

PROFESSIONAL DESIGNATIONS, 18-15

PROFESSIONAL LIABILITY INSURANCE, 15-12 to 15-15

PROFESSIONAL ORGANIZATIONS. *See* **FINANCIAL PLANNING ORGANIZATIONS**

PROFESSIONAL STANDARDS, 15-10

- Ethics codes, 15-10

PROPERTY, SALE OF, 10-44

PROPERTY INSURANCE, 6-50.9 to 6-50.14

- Homeowners' policy, 6-50.9 to 6-50.11
 - • liability coverage, 6-50.10 to 6-50.11
 - • property coverage, 6-50.9 to 6-50.10
- Reducing cost of coverage, 6-50.11

PROPOSALS, PREPARING AND PRESENTING, 17-48 to 17-53

- Drafting, 17-51
- Evaluating whether to propose, 17-48
- Oral presentations, 17-52
- Researching request, 17-48 to 17-49
- Types, 17-49 to 17-51

PROVINCIAL INTESTACY RULES, Appendix 10K

PUBLIC RELATIONS FIRMS, 17-34 to 17-35

PUBLIC TRUSTEES, 10-36

PUT, 11-47

QUEBEC EDUCATION SAVINGS INCENTIVE (QESI), 8-8

QUEBEC PARENTAL INSURANCE PLAN (QPIP), K-4

QUEBEC PENSION PLAN (QPP), 9-15 to 9-16

- Benefits, K-1, 9-15
 - • disability, 6-50.2 to 6-50.3
- Contributions, K-2, 9-15
- Eligibility, 9-15

RCA. *See* **RETIREMENT COMPENSATION ARRANGEMENTS**

REAL ESTATE INVESTMENT TRUSTS (REITs), 11-50.2 to 11-50.3

RECOMMENDATIONS

- presentation of, 12-13 to 12-14

REGISTERED DISABILITY SAVINGS PLANS (RDSPs), 14-28 to 14-30

REGISTERED EDUCATION SAVINGS PLANS (RESPs), 8-5 to 8-8

- Comparative accumulation, Appendix 8I

REGISTERED PENSION PLANS (RPPs), 9-16 to 9-24

- Commuted value vs. monthly pension, 9-20
- Contributions, 9-16 to 9-24
- Criteria, 9-16
- Death benefits, 9-18
- Deferred profit sharing plans, 9-26
- Defined benefit plans, 9-17
 - • buyback of service, 9-21 to 9-22
 - • commuting to "copycat annuity", 9-20
 - • maximum benefit, 9-21
 - • strategies, commuting, 9-20
- Defined contribution plans, 9-16
 - • Advanced Life Deferred Annuities (ALDA), 9-32.10 to 9-32.11
 - • contribution limits, K-4
 - • Variable Pay Life Annuities (VPLA), 9-32.11
- Dismissal, 9-18
- Divorcing client, 14-22 to 14-25

- Eligibility requirements, 9-17
- Fifty per cent rule, 9-18
- Hybrid plans
 - • combination plans, 9-24
 - • flexible plans, 9-24
 - • “greater of” plans, 9-24
- Indexation, 9-19
- Individual pension plans (IPPs), 9-23
 - • advantages, 9-23
 - • disadvantages, 9-23
- Money purchase plans, 9-17
- Pension adjustment, 9-29
- Pension legislation, 9-17
- Pooled, 9-24 to 9-25
 - • Advanced Life Deferred Annuities (ALDA), 9-32.10 to 9-32.11
 - • Variable Pay Life Annuities (VPLA), 9-32.11
- Resignation, 9-18
- Retirement date, 9-18
- Retirement payout, 9-19 to 9-20
- RRIFs. *See* **RRIFs**
- RRSPs. *See* **RRSPs**
- Taxation of, 9-23, 9-32.12 to 9-32.13
- Tax credits, 9-32.10
- Terms and conditions, 9-14
- Vesting rules, 9-18

REGISTERED RETIREMENT INCOME FUNDS. *See* **RRIFs**

REGISTERED RETIREMENT SAVINGS PLANS. *See* **RRSPs**

REGULATORY LAWS, FEDERAL AND PROVINCIAL, 15-7 to 15-9

REPORT (PFP)

- Advisors, other, 12-11 to 12-12
- Building, 12-14 to 12-16
- Client education, 12-8
- Client financial data, 12-7
- Client financial goals, 12-7
- Client involvement, 12-12
- Contents, 12-14 to 12-15
- Continuing client service, 12-8 to 12-9
- Current financial circumstances, client, 12-7
- Efficient and effective, 12-10 to 12-11
- Format, 12-9 to 12-10, 12-15
 - • family financial report outline, Appendix 12C-2
 - • financial plan, Appendix 12C-5
 - • financial planning notebook, Appendix 12C-8
 - • financial planning report outline, Appendix 12C-3
 - • one-page plan, Appendix 12C-1
 - • personal financial management plan, Appendix 12C-6
 - • personal financial plan, Appendix 12C-4
 - • personal financial planning binder, Appendix 12C-7
- Implementation action plan, 12-8
- Modular, 12-15 to 12-16
- Planner’s analysis and findings, 12-8
- Planning decisions, 12-7
- Preparation, 12-10 to 12-14

- Presentation of, 12-13 to 12-14
- Purpose of, 12-7
- Quality control, 12-12 to 12-13
- Regulatory influence, 12-9
- Systematic approach, 12-14

RPPs. *See* **REGISTERED PENSION PLANS (RPPs)**

RESERVES, 10-12 to 10-13

RETIREMENT. *See also* **REGISTERED PENSION PLANS (RPPs)**

- Age, 9-47
- Allowance, 9-26 to 9-28
- Benefits
 - • early, 9-47
 - • fifty per cent rule, 9-18
- Date, 9-18
- Mandatory, 9-48
- Non-financial retirement issues, Appendix 9G
- Planning. *See* **RETIREMENT PLANNING**

RETIREMENT COMPENSATION ARRANGEMENTS, 9-32.14 to 9-40. *See also* **INCOME SPLITTING**

- Deeming rules, 9-38 to 9-40
- Defined, 9-32.13
- Payments, 9-34
- Pension splitting, 9-34
- Salary deferral arrangements, 9-33
- Supplementary executive retirement plan (SERP). *See* **SUPPLEMENTARY EXECUTIVE RETIREMENT PLAN (SERP)**
- Taxation of, 9-33 to 9-35

RETIREMENT PLANNING, 9-1 to 9-49, 20-26 to 20-28

- Buyback of service, 9-21 to 9-22
- Closely held corporations, 20-27
- Commuted value vs. monthly pension, 9-20
- Competencies, 9-2 to 9-3
- Current analysis, 9-3
- Contributions, 9-7
- Death benefits, 9-8
- Deferred profit sharing plans, 9-26
- Defined benefit plans, 9-17
- Defined contribution plans, 9-17
- Dismissal, 9-18
- Eligibility requirements, 9-17
- Fifty per cent rule, 9-18
- Goal setting, 9-2
- Hybrid plans
 - • combination plans, 9-24
 - • flexible plans, 9-24
 - • “greater of” plans, 9-241
- Income needs, 9-4
- Indexation, 9-8
- Individual pension plans (IPPs), 9-23 to 9-24
 - • advantages, 9-23
 - • disadvantages, 9-23
- LIFs, 9-19 to 9-20
- Minimum standards of practice, 9-3

- Money purchase plans, 9-17
 - • overview, 9-1
 - • prescribed RRIFs (PRIFs), 9-32.9
 - • projected net worth, 9-5
- Pension legislation, 9-17
- Resignation, 9-18
- Retirement date, 9-18
- Retirement payout, 9-19 to 9-20
- RRSPs. *See* **RRSPs**
- Taxation of, 9-23, 9-32.12 to 9-32.13
- Taxation of retirement payments, 9-32.12 to 9-32.13

RETIREMENT PLANNING STRATEGIES, 9-6 to 9-7

- Client profiles, 9-7, 9-48
- Quick reference, 9-7, 9-49, PS-7

RETIRING ALLOWANCES, 7-12, 9-26 to 9-28

- Deeming rules, 9-38 to 9-40
- Legal costs, 9-27
- Planning strategies, 9-27
- RRSP rollover, 9-27
- Withholding tax, 9-27

REVERSE MORTGAGES, 9-45 to 9-46, 14-21 to 14-22

REVERSE PARTIAL FREEZE, 10-22, 10-25

REVIEW PROCEDURES, 13-5

REVIEW PROCESS, DOCUMENTING, 13-6

RISK

- Assessing tolerance, 11-4 to 11-11
- Assessment, 2-3
- Avoidance, 6-4
- Death, 6-5
- Disability, 6-47
- Management. *See* **RISK MANAGEMENT**
- Measuring, 11-8
 - • beta, 11-9
 - • bond duration, 11-10 to 11-11
 - • r-squared, 11-9
 - • standard deviation, 11-9
 - • variance, 11-9
- Personal liability, 6-50.14 to 6-50.15
- Profile
 - • table, 11-36
- Property loss, 6-50.9 to 6-50.13
- Reduction, 6-4
- Retention, 6-4
- Sources of, 11-6 to 11-7
 - • business, 11-7
 - • financial, 11-7
 - • inflation, 11-6
 - • interest rate, 11-6 to 11-7
 - • liquidity, 11-7
 - • market, 11-6
- Transfer, 6-4
- Various assets, 11-8
- Yield curves, 11-7

RISK MANAGEMENT, 6-1 to 6-50.18

- Client handouts on, Appendix 6W
- Closely held corporations, 20-3
- Competencies, 6-2
- Concepts, 6-3 to 6-4
- Goals, 6-4
- Planning strategies checklist, Appendix 6Y
- Quick reference, PS-4 and PS-5
- Work program, 6-4, Appendix 6A

ROLLOVERS

- Death, at, 10-9 to 10-12
- Farm property, 10-11 to 10-12
- Spousal, 10-10 to 10-11
- Tax deferred, 10-9 to 10-12

RRIFs, 9-32.3 to 9-32.5

- Advanced Life Deferred Annuities (ALDA), 9-32.10 to 9-32.11
- Beneficiary designations, 9-32.3
- Converting to income, 9-32.3
- Creditor protection, 9-32.4
- Life income funds (LIFs), 9-32.6, 9-32.7 to 9-32.8
- Minimum withdrawal schedule, 9-32.5
- Prescribed (PRIFs), 9-32.9
- Spousal, 9-32.4
- Taxation at death, 10-6.1
- Taxation of, 9-32.5 to 9-32.6
 - • tax credits, 9-32.5
- When to open, 9-32.5
- Withholding rates, K-5

RRSPs, 9-28 to 9-32.3

- Advanced Life Deferred Annuities (ALDA), 9-32.10 to 9-32.11
- Carryforward rules, 9-30
- Contributions, 9-28
 - • delayed, 9-30
 - • early, 9-30
 - • eligible, 9-30
 - • limits, K-4
- Creditor protection, 9-32.3
- Delayed deduction, 9-30
- Earned income, 9-29
- Group, 9-31
- Home Buyers' Plan (HBP), 9-31 to 9-32
- Lifelong learning plan, 8-8.2, 9-32.1 to 9-32.2
- Lump sum withdrawal, 9-32.2
- Mortgage to purchase principal residence, 9-31
- Overcontribution, 9-30
- Pension adjustment, 9-29
- Source of funds, as, 5-13 to 5-14
- Spousal, 7-38 to 7-39, 9-31
- Taxation at death, 10-18 to 10-29
- Taxation of, 9-32.12 to 9-32.13
 - • tax credits, 9-32.12 to 9-32.13
- Withholding rates, K-5

SALE OF PROPERTY, 10-44

SALES OPPORTUNITIES, CAPITALIZING ON, 17-42 to 17-47

SASKATCHEWAN ADVANTAGE GRANT FOR EDUCATION SAVINGS (SAGES), 8-9

SASKATCHEWAN PENSION PLAN, 9-16

SAVINGS, 5-9 to 5-10

SECTION 85 FREEZE, 10-23 to 10-25

SECTION 86 FREEZE, 10-22 to 10-23

SECURITIES

- Regulatory requirements, 15-7 to 15-9
- Sale of, 15-7

SEGMENTED PLANNING, 14-8 to 14-12

- Asset management engagement, 14-11
 - • sample letter report, Appendix 14I
- Education planning engagement, 14-10
 - • sample letter report, Appendix 14G
- Estate planning engagement, 14-10
 - • sample letter report, Appendix 14H
- Financial management engagement, 14-8
 - • sample letter report, Appendix 14E
- Life insurance review engagement, 14-9
 - • sample letter report, Appendix 14F

SENIOR-FRIENDLY PRACTICE, CREATING

- Furniture selection, 18-23
- Space planning, 18-22
- Verbal communication, 18-23
- Written communication, 18-23

SERVICE TO CLIENT

- Flexibility of, 18-11
- Marketing, 18-22
- Pricing, 18-11
- Profitable delivery of, 18-12
- Steps to enhance quality, 18-12 to 18-13

SHAREHOLDERS' AGREEMENTS, 10-43, 20-10.1 to 20-13

SOCIETY OF TRUST AND ESTATE PRACTITIONERS (STEP), 18-60

SIX-STEP PROCESS, 1-3 to 1-4, 15-81 to 15-90

SOLE PROPRIETORSHIP, 20-9 to 20-10, Appendix 20A

SOFTWARE. *See* **COMPUTER SOFTWARE**

SPECIAL NEEDS FUNDING, 14-12 to 14-13

SPECIALISTS, OUTSIDE, 18-15 to 18-19. *See also* **ADVISORS, OTHER**

SPECIFIED PENSION PLANS, 9-14 to 9-15

- Saskatchewan Pension Plan, 9-14 to 9-15

SPOUSAL BENEFITS

- Retirement, 9-8

SPOUSAL ROLLOVERS, 10-10 to 10-11

SPOUSES ALLOWANCE

- Extended, 9-9
- Out of country, 9-9
- Survivor, 9-9
- Widowed, 9-9

STAFFING, 18-8.1 to 18-11

- Communication skills, 18-10
- Forming a pyramid, 18-8.1 to 18-9
- Levels, 18-9 to 18-10
- Patterns
 - • illustration, Appendix 18A
 - • samples, 18-10
- Technical competence of, 18-12
- Training and development, 18-10 to 18-11

STATEMENT OF FINANCIAL CONDITION, 4-1 to 4.2

STOCK MARKET, 11-50.13 to 11-50.14

- Breadth of market, 11-50.13
- Odd lot trading, 11-50.14
- Short selling, trends in, 11-50.14

STRADDLE, 11-49 to 11-50

STRATEGIC PLANS, 18-1 to 18-2

- Action plan, 18-4
- Checklist, Appendix 18E
- Current analysis, 18-2 to 18-3
- Long-term objectives, 18-3
- Long-term strategies, 18-3 to 18-4
- Model, Appendix 18E
- Monitor performance, 18-4
- Preliminary checklist, Appendix 18E
- Share results, 18-4 to 18-5
- Statement of purpose, 18-3
- Who should be involved, 18-2

STRIP BONDS, 11-39 to 11-40

SUCCESSION PLANNING, 20-17 to 20-23

- Family members
 - • not capable of managing business, 20-21
 - • selecting, 20-20 to 20-21
- Multiple family members, 20-21
- Non-family employee, 20-22
- Options, 20-20
- Single family member, 20-20 to 20-21

- Third parties, 20-22 to 20-23

SUPPLEMENTARY EXECUTIVE RETIREMENT PLAN (SERP), 9-32.13 to 9-32.14

- Investment options, 9-35
- Leveraged life insurance strategies, 9-36 to 9-37
- Life insurance funded strategies, 9-35 to 9-36
- Split-dollar life insured strategies, 9-37 to 9-39

SYSTEMATIC WITHDRAWAL PLANS, 5-13

TAX

- Calculation of, Appendix 10B
- Instalment payments, 7-5, 20-26

TAX-ADVANTAGED STRATEGIES, 9-6

TAX CALCULATION

- Worksheet, Appendix 10B

TAX CREDITS

- Adoption expense, 7-22
- Attendant care, 14-27
- Canada Employment Credit, 7-24
- Caregiver amount, 7-21 to 7-23
- Charitable gifts, 7-25, 10-14
- Disability, 7-23, 10-14
 - • Related Act and Regulations, 7-23
- Dividend rates and amounts, K-28 to K-29
- Family Tax Cut, 7-26
- First-Time Donor's Super Credit (FDSC), 7-26
- First time home buyers', 7-25
- Home Accessibility Tax Credit (HATC), 7-26
- Labour-Sponsored Venture Capital Corporation (LSVCC), 7-26
- Medical expense, 7-22
- Net capital losses, 10-13
- Non-refundable rates and amounts, K-10 to K-16
 - • Quebec, K-15 to K-16
- Pension, 7-23, 9-32.12, 10-14
- Political contributions, 7-26
- Refundable rates and amounts, Quebec, K-17 to K-19
- Retirement funds, income from, 9-32.12 to 9-32.13
- School Supply Tax Credit, 7-26
- Spousal amount, 10-14

TAX PLANNING, 10-17

- Alternative minimum tax, 7-44
- Appeals, 7-5
- Beneficial and legal ownership, 7-45
- Benefits
 - • non-taxable, 7-9 to 7-10
 - • taxable, 7-8 to 7-9
- Best practices forms and work programs, 7-2
- Closely held businesses, 20-5 to 20-6
- Competencies of financial planner, 6-2 to 6-3, 7-1 to 7-2
- Compliance, 7-4 to 7-5
- Computations and concepts
 - • dividends, 7-11
 - • general, 7-7
 - • income from business, 7-10

- • income from office or employment, 7-8
- • income from property, 7-11
- • interest income, 7-11
- • other sources of income, 7-12
- • retiring allowance, 7-12
- • types of deductions, 7-14 to 7-20
- • types of income, 7-7
- Deductions, 7-14
 - • age amount, 7-23
 - • alimony and maintenance payments, 7-16
 - • allowable business investment loss (ABIL), 7-34
 - • appealing assessment or decision, 7-20
 - • automobile, K-5 to K-7
 - • basic personal amount, 7-21
 - • Canada Employment Credit, 7-24
 - • caregiver, 7-21 to 7-23
 - • carrying charges and interest expenses, 7-16 to 7-18
 - • child care expense, 7-15 to 7-16
 - • child support, 7-19, 14-25
 - • children's art tax credit, 7-24.1
 - • children's fitness credit, 7-24.1
 - • donations and gifts, 7-25
 - • eligible dependent, 7-22
 - • family caregiver, 7-21 to 7-23
 - • legal expenses, 7-20
 - • moving expenses, 7-16, Appendix 7D
 - • non-refundable tax credits, K-10 to K-16, 7-20 to 7-26
 - • northern residents', 7-19
 - • pension income amount, 7-23
 - • political contributions, 7-26
 - • professional fees, 7-15
 - • public transit passes tax credit, 7-25
 - • registered pension plan, 7-14
 - • RRSP, 7-14
 - • spousal amount, 7-21
 - • tools tax deduction, 7-19
 - • tuition fees and education credits, 7-24
 - • union dues, 7-15
 - • volunteer firefighters' amount, 7-25
- Dispositions of property
 - • adjusted cost base, 7-29
 - • allowable business investment losses (ABILs), 7-34
 - • capital gains and losses, 7-30
 - • capital gains exemption, 7-33
 - • change of use rules, 7-31
 - • cumulative net investment losses (CNIL), 7-34
 - • fair market value (FMV), 7-30
 - • principal residence rules and possible elections, 7-32
 - • recapture of capital cost allowance, 7-34
 - • reserves, 7-36
 - • superficial losses, 7-32
 - • terminal losses, 7-34
 - • types of property, 7-28
 - • • listed personal, 7-29
 - • • other, 7-29
 - • • personal use, 7-29
 - • when disposition takes place, 7-30 to 7-31
- Filing returns, 7-4
 - • taxation preparation software, Appendix 7C
- Foreign source income, 7-13
- Fundamental terminology, 7-3
- General Anti-Avoidance Rule (GAAR), 7-4

- Home office rules, 7-45
- Implications, 7-3
- *Income Tax Act* amendments, 7-3
- *Income Tax Regulations*, 7-4
- Instalment payments, 7-5
- Items not subject to tax, 7-26
- Kiddie tax, 7-37
- Limited partnerships, 11-50.4 to 11-50.6
- Marriage dissolution, 7-43 to 7-44
- Motor vehicle expenses, 7-46 to 7-47
- Non-taxable benefits, 7-9 to 7-10
- Objections, 7-5
- Penalties, 7-5
- Personal services business (PSB), 7-47
- Post-mortem, 10-29 to 10-30
 - • beneficiaries, 10-30
 - • estate, 10-30
 - • terminal year, 10-29 to 10-30
 - • testamentary trusts, 10-30
- Residence, 7-5 to 7-6
- Sources of tax information, 7-3
- Spousal RRSPs, 7-38 to 7-39
- Stock option plans, 7-41 to 7-42
- Strategies
 - • deferred compensation plans, 7-41
 - • employing family members, 7-37
 - • income splitting. *See* **INCOME SPLITTING; INCOME SPLITTING STRATEGIES**
 - • owners of closely held corporations, 7-41
- Tax deferral strategies, 7-41
- Tax avoidance, 7-4
- Tax evasion, 7-4
- Tax free amounts, 7-27
- Tax treaties, 7-4
- Taxable benefits, 7-8 to 7-9
- Work program, Appendix 7A

TAX PLANNING STRATEGIES, 7-34 to 7-43

- Checklist, Appendix 7B
- Quick reference, PS-5

TAX TREATIES

- Withholding rates, K-20 to K-24

TAXABLE BENEFITS, 7-8 to 7-9, 7-26 to 7-27

- Canada Child Benefit (CCB), 7-26
- Employment insurance (EI), 7-26
- GST/HST, 20-25

TAXATION AT DEATH, 10-5. *See also* **ESTATE**

- Capital gains exemption, 10-13
- Clearance certificates, 10-17
- Deceased taxpayer, 10-6
- Deductions and exemptions, 10-12 to 10-17
- Employee death benefit, 10-6.1
- Four taxpayers, 10-5
- Partners, 10-7 to 10-8
- Periodic payments, 10-6
- Planning techniques, 10-18 to 10-30
 - • capital gains exemption, 10-18
 - • estate freeze, 10-21 to 10-27

- • income splitting and attribution rules, 10-27 to 10-29
- • *inter vivos* trusts, 10-20.1
- • post-mortem, 10-29 to 10-30
- • principal residence exemption, 10-19
- • spousal trusts, 10-20
- • tax deferrals, 10-19 to 10-20
- Property disposition, 10-8 to 10-9
- Rights or things, 10-6 to 16.1
- Rollovers. *See* **ROLLOVERS**

TAX-FREE SAVINGS ACCOUNT (TFSA), 5-14, 7-39, 10-7

- Contribution limits, K-5

TERMINAL YEAR INCOME TAX RETURN, 10-14

TERRITORIAL INTESTACY RULES, Appendix 10K

TERRORIST FINANCING. *See* **MONEY LAUNDERING AND TERRORIST FINANCING**

TESTAMENTARY LETTERS, 3-7, Appendix 10H

TESTAMENTARY TRUST, 10-14 to 10-15

TRANSMITTAL LETTERS, 12-16 to 12-19

- Basic ingredients, 12-16 to 12-17
- Samples, 12-19, Appendix 12E
- Topics, other, 12-17 to 12-19

TREASURY BILLS, 11-39

TRUST COMPANY OFFICERS, 18-18

TRUSTS

- Alter ego, 10-20.1
- Company officers, 18-18
- Deemed dispositions, 10-16
- Fiduciary relationship, 10-40
- Irrevocable family, 10-41
- Joint partner, 10-20.1
- Revocable, 10-40
- Spousal, 10-20
- Spousal rollovers, 10-10 to 10-11
- Tax implications, 10-42
- Testamentary, 10-33, 10-41
- Vesting indefeasibly, 10-11

T-SERIES INVESTMENT FUNDS, 11-50.3

TUITION FEES, 7-24

UNAUTHORIZED PRACTICE OF LAW, 15-22

UNDERWRITERS, ANALYSIS OF, 6-50.15

UNITED NATIONS SUPPRESSION OF TERRORISM REGULATIONS, 15-33

WARRANTS, 11-46 to 11-47**WEBSITE, CREATION OF**, 17-35 to 17-42

- Banner ads, 17-41
- Guest blogging, 17-41 to 17-42
- Designing, 17-36 to 17-37
- Local map results, 17-40
- Marketing and maintaining site, 17-38 to 17-42
- “Natural” search, 17-39 to 17-40
- Online video and podcasts, 17-41
- Paid search, 17-39
- Programming website, 17-37 to 17-38
- Reviews, 17-40
- Social media, 17-40 to 17-41

WILLS

- Basic structure, 10-31 to 10-32
- Beneficiary designations, 10-33
- Co-executors, 10-35
- Common clauses, 10-31 to 10-32
- Dying without, 10-35
- Executor
 - • appointment of, 10-33

- • choosing, 10-34
- • corporate vs. individual, 10-34 to 10-35
- Guardianship of children, 10-35
- Importance of having, 10-30
- International, 10-31
- Living wills, provincial/territorial, Appendix 10L
- Matrimonial considerations, 10-35
- Review checklist, 10-33
- Trustees
 - • appointment of, 10-33
 - • public, 10-36

WITHHOLDING RATES

- employment, K-30
- RRIFs, K-5
- RRSPs, K-5
- Tax treaties, K-20 to K-24

WORK PROGRAMS. *See under* **FORMS****WORKSHEETS.** *See under* **FORMS**