

## Business Owner Questionnaire

---

Please complete this questionnaire and bring it to our next meeting or send it back via email. This will help drive our discussion around planning for your business.

### Business Profile

1. Legal business name \_\_\_\_\_

DBA \_\_\_\_\_

2. Address \_\_\_\_\_ 3. Phone number \_\_\_\_\_

### Business Form

- Sole Proprietorship
- Limited Liability Company  Single member form  Partnership form  Corporate form
- S Corporation
- C Corporation
- Professional Corporation  C Corporation  S Corporation

4. Number of: Employees \_\_\_\_\_ Business owners \_\_\_\_\_ Years in operation \_\_\_\_\_

5. Ownership/division

Name of owner	Current role	% ownership

6. Business tax rate \_\_\_\_\_

7. Accounting method  Cash  Accrual

8. What would be the value of your business if sold today? \$ \_\_\_\_\_

How did you arrive at this value?  Formal appraisal  Estimate by owner  Estimate by accountant

Other \_\_\_\_\_

9. Ownership interest in other business entities  Yes (detail below)  No

---

10. Are the owners related?  Yes (detail below)  No

---

11. Other family members working in the business?  Yes (detail below)  No

---

### Business Succession Plan

1. Is there a buy-sell agreement? .....  Yes  No
2. Do you have a written Business Exit Plan? .....  Yes  No
3. Has the plan been reviewed?.....  Yes  No If yes, date reviewed \_\_\_\_\_
4. Has the plan been funded? .....  Yes (detail below)  No
- 
5. If insurance is the funding, has the insurance been reviewed? ...  Yes  No If yes, date reviewed \_\_\_\_\_

### Future Plans

What are your plans for the business? Choice of successor considered. Check all that apply:

- Family member  Co-owner  Key employee  Outside third party

When do you plan to exit the business and/or retire? Month/Year \_\_\_\_\_

Have you considered how your business will fund your retirement? \_\_\_\_\_

---

### Transfer to Family Member

Family member who will take over the business? \_\_\_\_\_

How will estate taxes be paid? \_\_\_\_\_

What documents transfer ownership to this family member?

- Will  Buy-sell agreement  Other \_\_\_\_\_

### Transfer to a Co-Owner or Key Employee

Name of co-owner/employee who may buy the business? \_\_\_\_\_

Do you have a written buy-sell agreement?  Yes  No

---

If yes, when was it last reviewed? \_\_\_\_\_

How was the price set? \_\_\_\_\_

What are the buy-out triggers?

Death  Retirement  Departure  Disability  Divorce  Other \_\_\_\_\_

**How will the buy-out be funded?**

Life insurance  Cash flow  Disability buy-out  Other \_\_\_\_\_

**How is the funding paid for?**

Business  Owners  Key employee  Other \_\_\_\_\_

### Transfer to a Third Party

Has an outside buyer been identified?  Yes  No If yes, name: \_\_\_\_\_

How will the sale be structured? \_\_\_\_\_

Will the sale be funded?  Yes (detail below)  No

### Other Planning Concerns

In addition to transferring your business, there are other planning options you may wish to consider. Please prioritize the following in order of importance on a scale from 1 to 5.

1 being the most important, 5 being the least important.

Concern	Priority Ranking
<b>Estate Planning:</b> Can you successfully transfer the assets you have worked a lifetime to accumulate?	
<b>Exit Planning:</b> What steps have you taken to transfer your business to others at a fair price?	
<b>Retirement Income:</b> Do you have adequate funds to maintain your lifestyle in retirement?	
<b>Executive Benefits:</b> Do you have plans in place to recruit, reward and retain key employees?	
<b>Key Person:</b> If a key person dies or resigns, would your business continue to be successful?	
<b>Disability Protection:</b> Upon a disability, would you be able to meet your financial obligations?	

**RAYMOND JAMES®**

INTERNATIONAL HEADQUARTERS: THE RAYMOND JAMES FINANCIAL CENTER  
880 CARILLON PARKWAY // ST. PETERSBURG, FL 33716 // 800.248.8863