



FCSA Service Calendar

Annual Operations Guide

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TAX LETTERS & PLANNING												
Finalize & Send Prior-Year Tax Letters												
1099 Tracking & Follow-Up												
Gather & Process Filed Tax Returns												
Draft Current-Year Tax Letters & Scenarios												
QCDS / RMDs / ROTH CONVERSIONS												
RMD Calculation & Scheduling												
QCD Review & Setup												
Mid-Year RMD Progress Check												
Roth Conversion Planning Review												
Year-End RMD / QCD Deadline Push												
CONTRIBUTIONS REVIEW												
Contribution & Conversion Master Prep												
SEP/SIMPLE/Solo-K Contribution Reporting & Processing												
Mid-Year Contribution Progress Check												
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ACH & CHECK/JOURNAL SLOAs												
Annual ACH & Check/Journal SLOA Audit												
ACH / Check/Journal SLOA Review												
Year-End Funding Verification												
CRM SCRUB												
CRM Contact / Data Clean Up												
Clean Non-Client Contact Records												
Create/Review/Update Style Guide												
MOCK COMPLIANCE AUDIT												
ADV Annual Filing & Client Delivery												
Client Agreement Audit – All Households												
IPS / RTQ File Check – All Households												
ADV Delivery Log Review												
10-Household Mock Exam Pull												
ESTATE PLANNING												
Beneficiary Review												
Estate Planning Document Audit												



Monthly Task View

January – March

January

Tax Letters & Planning

Finalize & Send Prior-Year Tax Letters

QCDs / RMDs / Roth Conversions

RMD Calculation & Scheduling

QCD Review & Setup

Contributions Review

Contribution & Conversion Master Prep

SEP/SIMPLE/Solo-K Contribution Reporting & Processing

ACH & Check/Journal SLOAs

Annual ACH & Check/Journal SLOA Audit

February

Tax Letters & Planning

Finalize & Send Prior-Year Tax Letters

1099 Tracking & Follow-Up

QCDs / RMDs / Roth Conversions

RMD Calculation & Scheduling

QCD Review & Setup

Contributions Review

Contribution & Conversion Master Prep

SEP/SIMPLE/Solo-K Contribution Reporting & Processing

ACH & Check/Journal SLOAs

Annual ACH & Check/Journal SLOA Audit

March

Tax Letters & Planning

1099 Tracking & Follow-Up

Gather & Process Filed Tax Returns

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

QCD Review & Setup

Contributions Review

SEP/SIMPLE/Solo-K Contribution Reporting & Processing

ACH & Check/Journal SLOAs

ACH / Check/Journal SLOA Review

Mock Compliance Audit

ADV Annual Filing & Client Delivery



Monthly Task View

April – June

April

Tax Letters & Planning

1099 Tracking & Follow-Up

Gather & Process Filed Tax Returns

Draft Current-Year Tax Letters & Scenarios

Contributions Review

SEP/SIMPLE/Solo-K Contribution Reporting & Processing

ACH & Check/Journal SLOAs

ACH / Check/Journal SLOA Review

Mock Compliance Audit

ADV Annual Filing & Client Delivery

May

Tax Letters & Planning

Gather & Process Filed Tax Returns

Draft Current-Year Tax Letters & Scenarios

Mock Compliance Audit

ADV Delivery Log Review

June

Tax Letters & Planning

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Mid-Year RMD Progress Check

Contributions Review

Mid-Year Contribution Progress Check

ACH & Check/Journal SLOAs

ACH / Check/Journal SLOA Review

CRM Scrub

CRM Contact / Data Clean Up

Clean Non-Client Contact Records

Create/Review/Update Style Guide

Mock Compliance Audit

Client Agreement Audit – All Households

IPS / RTQ File Check – All Households

10-Household Mock Exam Pull

Estate Planning

Beneficiary Review

Estate Planning Document Audit



Monthly Task View

July – September

July

Tax Letters & Planning

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Mid-Year RMD Progress Check

Contributions Review

Mid-Year Contribution Progress Check

ACH & Check/Journal SLOAs

ACH / Check/Journal SLOA Review

CRM Scrub

CRM Contact / Data Clean Up

Clean Non-Client Contact Records

Create/Review/Update Style Guide

Mock Compliance Audit

Client Agreement Audit – All Households

IPS / RTQ File Check – All Households

10-Household Mock Exam Pull

Estate Planning

Beneficiary Review

Estate Planning Document Audit

August

Tax Letters & Planning

Draft Current-Year Tax Letters & Scenarios

CRM Scrub

CRM Contact / Data Clean Up

Clean Non-Client Contact Records

Create/Review/Update Style Guide

Mock Compliance Audit

Client Agreement Audit – All Households

IPS / RTQ File Check – All Households

10-Household Mock Exam Pull

Estate Planning

Beneficiary Review

Estate Planning Document Audit

September

Tax Letters & Planning

Gather & Process Filed Tax Returns

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Roth Conversion Planning Review



Monthly Task View

October – December

October

Tax Letters & Planning

Gather & Process Filed Tax Returns

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Roth Conversion Planning Review

November

Tax Letters & Planning

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Year-End RMD / QCD Deadline Push

Contributions Review

Year-End Contribution Deadline Push

ACH & Check/Journal SLOAs

Year-End Funding Verification

December

Tax Letters & Planning

Draft Current-Year Tax Letters & Scenarios

QCDs / RMDs / Roth Conversions

Year-End RMD / QCD Deadline Push

Contributions Review

Year-End Contribution Deadline Push

ACH & Check/Journal SLOAs

Year-End Funding Verification



Tax Letters & Planning

4 recurring tasks

Finalize & Send Prior-Year Tax Letters

Jan – Feb

WHAT TO DO

- Duplicate the prior-year tax letter in Holistiplan as the starting point — refresh, don't rebuild from scratch.
- Confirm all managed accounts are listed with correct account types and last 4 digits (e.g., JTWROS-1111).
- Verify all default tax documents are listed: Consolidated 1099, 1099-R, and 5498.
- Confirm all transaction detail is captured: RMD amounts, QCDs, Roth conversions, backdoor Roth, quarterly estimates, and charitable gifts.
- Move tax letter status to Complete — Sent once distributed to client and/or CPA.

KEY ACTION / DEADLINE

Distribute finalized tax letters to all clients by end of January (target: January 1 send, queued from prior year). Confirm status is updated to Complete — Sent in Holistiplan for every household.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advzyon](#)

1099 Tracking & Follow-Up

Feb – Apr

WHAT TO DO

- Send initial tax return request emails to all standard filers Feb–Mar 15 (see VFS Holistiplan DIY Toolkit, Section 6 templates). Include the Holistiplan client upload link or secure vault link.
- The Holistiplan upload link expires — always verify it is still active before each follow-up.
- Note CRM permission for households where direct-from-CPA delivery is authorized.
- Monitor uploads weekly or bi-weekly; schedule CRM follow-up tasks with due dates.
- By April 15: identify extension filers and add a CRM tag (e.g., “Extender”). Send a second wave of requests to extension filers in August.
- Amended 1099s: Schwab periodically posts corrected Consolidated 1099s for taxable accounts, typically through March and sometimes later. Monitor Schwab alerts for amended 1099 notifications and promptly communicate any corrections to the advisor and affected client — especially if the amendment affects an already-filed return or a sent tax letter.

KEY ACTION / DEADLINE

Send initial requests by Mar 15. Follow up weekly Mar–Apr 15. Tag all extension filers by April 15; send second wave in August. Flag amended 1099 alerts to advisor within 1 business day of receipt.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advzyon](#) ([Schwab & Altruist versions](#))

Draft Current-Year Tax Letters & Scenarios

Mar – May + ongoing

WHAT TO DO

- Tax Letter — Duplicate the prior-year letter if one exists (pre-fills accounts and recurring items). Review for any closed or new accounts. If starting fresh, create a new letter for the current year.
- Managed Accounts — Add each account in the Tax Documents section using account type + last 4 digits. Use plain language (e.g., “Joint Account” rather than JTWRS) since this is client-facing.
- Tax Documents — For taxable accounts (individual, joint, trust): Consolidated 1099. For retirement accounts: 1099-R if any distributions occurred; Form 5498 if contributions were made; combined 1099-R / Form 5498 for backdoor Roth. Confirm activity in the Schwab Transactions tab (filter: deposits, withdrawals, checks, journals, MoneyLinks, wires, taxes — current year). For contributions Jan 1–Apr 15, verify prior vs. current year in the account statement retirement detail section.
- Tax Letter Line Items — Add what you know from Schwab: QCDs (organization + amount — find in Move Money within 30 days or CRM notes), backdoor Roth contributions, Roth conversions, DAF gifts. Advisors will fill in the rest.
- RMD Clients — Add a custom section or Additional Notes with a placeholder for the next-year RMD amount. Fill in come January.
- Scenario — Add a Scenario → Copy from prior tax year. Label it (e.g., ‘2026 Estimate’). Update the tax year and check the age 65+ box against CRM date of birth. FCSAs enter Schwab-known data only; advisors add further detail.
- Scenario Data — Enter IRA distributions YTD (remove prior-year figure; QCDs have no withholding). Apply federal withholding % from Move Money. For Roth conversions, enter the conversion amount; for backdoor Roth, enter conversion amount only (no deduction). Leave wages, interest, dividends, and gains alone — addressed at year-end.
- Update letter and scenario after every tax-relevant event: QCDs, Roth conversions, backdoor Roth, quarterly estimates, appreciated stock gifts.
- Track status: Started/Draft → Ready for Review → Reviewed → Complete — Sent.

KEY ACTION / DEADLINE

Initial scenario drafted Mar–May after prior-year returns are processed. Update letter and scenario immediately after every tax-relevant transaction year-round. Advisor review by November. Distribute completed letters by January 1.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advzyon](#)

Gather & Process Filed Tax Returns

Mar – May, Sep – Oct

WHAT TO DO

- Create or update the household in Holistiplan: Spouse 1 and Spouse 2 name and date of birth, state of residence. (For Wealthbox/Redtail, you can use the Integration for ease.)
- Upload the return; allow 1–2 minutes to process.
- Save the PDF report to your document management system using the firm's standard file naming convention.

KEY ACTION / DEADLINE

Process standard filer returns Mar–May. Process extension filer returns Sep–Oct 15. Confirm standardized file naming and storage location is consistent firm-wide.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advzyon](#)



QCDs / RMDs / Roth Conversions

4 recurring tasks

RMD Calculation & Scheduling

Jan – Feb

WHAT TO DO

- Schwab: In Advisor Center, go to the RMD tab. Set the age filter to All Ages — inherited IRAs require distributions regardless of beneficiary age. Export displayed columns.
- Advyzon: Go to the Rubik's Cube → All Apps → RMD. Search by last four digits of the account number. Always cross-check the Advyzon RMD amount against the custodian.
- Altruist: Go to Clients → Retirement → Distributions tab. The Retirement Dashboard calculates RMDs natively (including Beneficiary IRAs when decedent data is on file) and surfaces Projected Shortfalls automatically — no manual calculator or export needed.
- Build or update the annual RMD tracking spreadsheet with: account holder, account number, account type/description, DOB, age, prior year-end value, RMD current year, YTD distributions, and RMD remaining.
- Standard IRAs: Schwab calculates RMD amounts automatically. Verify recurring distribution instructions are updated for the new year.
- Inherited IRAs (Schwab only): Must be calculated manually using an inherited IRA calculator.
- Tag or flag all RMD clients in your CRM for easy identification throughout the year.

KEY ACTION / DEADLINE

Complete the RMD tracking spreadsheet and verify all recurring distribution instructions by end of February. Flag any accounts needing advisor review before distributions begin.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

QCD Review & Setup

Jan – Mar

WHAT TO DO

Identify clients age 70½+ who may benefit from Qualified Charitable Distributions. Review prior-year QCD history and confirm charitable organizations. Prepare Schwab QCD check requests or direct transfers.

KEY ACTION / DEADLINE

Coordinate with clients on charity details; submit QCD paperwork. Follow up on check delivery.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

Mid-Year RMD Progress Check

Jun – Jul

WHAT TO DO

- Re-run the RMD report at each custodian (Schwab: RMD tab; Altruist: Distributions tab) and paste updated YTD figures into the existing master worksheets, preserving manually-entered columns.
- Flag at-risk accounts: behind-pace, no activity, or recurring distributions no longer pacing correctly. Altruist's Projected Shortfall column flags this directly.
- For Schwab at-risk accounts, verify the live recurring distribution in SAC and project year-end totals against the RMD.

KEY ACTION / DEADLINE

Flag any RMD shortfalls or stalled distributions to the advisor by end of July. Adjust or initiate distributions as directed.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

Roth Conversion Planning Review

Sep – Oct

WHAT TO DO

- Pull the list of Roth conversion candidates from your CRM — these clients should be identified via a tag, keyword, or group (e.g., "Roth Conversion Candidate") set up by the advisor.
- Run the RMD report in Schwab (RMD tab, All Ages filter, export) or Advyzon (All Apps → RMD) to see year-to-date distribution activity, which will reflect any Roth conversions already processed.
- Cross-reference the candidate list against the RMD report to identify who has completed a conversion, who is still pending, and who has not yet acted.
- Compile a summary report for the advisor showing: candidate name, whether a conversion has been processed, and the YTD conversion amount if applicable. Flag any candidates where no conversion activity is visible and the year-end deadline is approaching.

KEY ACTION / DEADLINE

Deliver the Roth conversion candidate status report to the advisor by early October so there is sufficient time to execute any approved conversions before December 31. Confirm tax withholding elections have been set for each conversion processed.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)



QCDs / RMDs / Roth Conversions (Continued)

1 recurring tasks

Year-End RMD / QCD Deadline Push

Nov – Dec

WHAT TO DO

- Re-run the RMD report one final time (Schwab: RMD tab, All Ages filter, export; Advyzon: All Apps → RMD). Paste updated figures into the tracking spreadsheet and recalculate RMD remaining for every client.
- Identify any client with an outstanding RMD balance and confirm a distribution is scheduled or in-flight before the December 20 processing cutoff.
- Rush any remaining QCD check requests and confirm charitable organizations have received the gifts.
- Verify Schwab processing timelines — submit all distribution requests by December 20 to ensure settlement before December 31.

KEY ACTION / DEADLINE

Every RMD-eligible client must be fully distributed by December 31. Submit all distribution requests and QCD checks by December 20 to allow for Schwab processing and settlement.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon (Schwab & Altruist versions)*



Contributions Review

4 recurring tasks

Contribution & Conversion Master Prep

Jan – Feb

WHAT TO DO

- Annual buildout of the firm's contribution tracker.
- Schwab: Pull the contribution report (lives under the RMD tab — counterintuitively), stage the master template, and identify serial contributors, backdoor Roth households, and any recurring contribution amounts that need updating against new IRS limits.
- Altruist: Pull prior-year and current-year exports from Clients → Retirement and build the same tracker. Work with the advisor to identify Roth conversion and backdoor Roth households since they aren't flagged in the Altruist export.
- Send to the advisor for review and lock the “serial” contributor list — this tracker becomes the source-of-truth document for the mid-year and year-end contribution progress checks.

KEY ACTION / DEADLINE

Export, prepare, and share the contribution report with the advisor by February.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

SEP/SIMPLE/Solo-K Contribution Reporting & Processing

Jan – Apr

WHAT TO DO

- Identify all clients who hold SEP-IRA, SIMPLE IRA, or Solo-K accounts.
- Review each account to determine whether a prior-year contribution has been made. Note: Schwab does not code contributions for these account types as current-year or prior-year — refer to CRM task history to determine whether a contribution was made and which year it was intended for.
- Compile a summary of which clients have and have not made a prior-year contribution and share with the advisor.

KEY ACTION / DEADLINE

Complete the SEP/SIMPLE/Solo-K contribution review and share the summary with the advisor by mid-March. Prior-year SEP contributions can be made up to the tax filing deadline including extensions (Oct 15 with extension).

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

Mid-Year Contribution Progress Check

Jun – Jul

WHAT TO DO

- Re-pull the Schwab contribution report and update the existing January tracker — refresh only the YTD columns; preserve all manually-flagged columns from January.
- Scan for at-risk households: serial contributors behind pace, backdoor Roth households not yet executed, and recurring contributions not pacing to max.
- Verify live recurring amounts in Schwab Move Money for at-risk households only.
- Altruist: Re-pull the current-year export and refresh the tracker — the Projected Difference column flags pacing issues automatically. Manually check the advisor-flagged Roth conversion and backdoor Roth households in Altruist since those aren't in the export.
- Hand the at-risk list to the advisor — flag and document, do not adjust without advisor approval.

KEY ACTION / DEADLINE

Share a mid-year contribution status update with the advisor by end of July.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)

Year-End Contribution Deadline Push

Nov – Dec

WHAT TO DO

Final sweep for current-year IRA, Roth, and SIMPLE contributions (Dec 31 deadline). Confirm SEP clients with extensions are aware their Oct 15 deadline has passed. Flag any remaining Solo-K deferral adjustments for the advisor.

KEY ACTION / DEADLINE

Process all remaining current-year contributions before December 31.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) (Schwab & Altruist versions)



ACH & Check/Journal SLOAs

3 recurring tasks

Annual ACH & Check/Journal SLOA Audit

Jan – Feb

WHAT TO DO

Pull a full report of all active ACH links and standing journal instructions across client accounts. Verify each is still active and needed. Check for any failed or rejected transfers in the past quarter.

KEY ACTION / DEADLINE

Confirm accuracy with advisor; submit updates/removals to Schwab as needed.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon (Schwab & Altruist versions)*

ACH / Check/Journal SLOA Review

Mar – Apr, Jun – Jul

WHAT TO DO

- Mar–Apr: Identify ACH links and standing journal instructions inactive for 3+ years. Cross-reference with client activity and flag for removal to reduce fraud exposure.
- Jun–Jul: Spot-check active ACH links for failed transfers or returned items. Review journal instructions between household accounts to confirm they are still executing correctly.

KEY ACTION / DEADLINE

- Mar–Apr: Present removal list to advisor for approval; process removals and document in CRM notes.
- Jun–Jul: Resolve any failures and update account details if client has changed institutions.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon (Schwab & Altruist versions)*

Year-End Funding Verification

Nov – Dec

WHAT TO DO

Ensure all year-end contributions, transfers, and systematic investments will process before December 31. Verify ACH processing timelines (allow 3–5 business days). Confirm any special year-end transfers are queued.

KEY ACTION / DEADLINE

Submit all transfer requests by December 20 to allow for processing and settlement.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon (Schwab & Altruist versions)*



CRM Scrub

3 recurring tasks

CRM Contact / Data Clean Up

Jun – Aug

WHAT TO DO

- Advyzon: Export all contact records with all available fields and run the CRM Diagnostics process to flag records missing email, phone, address, nickname, birthdate, or RIA contract date.
- Redtail / Wealthbox: Run built-in advanced search filters to identify records missing status, category, source, or advisor assignment.

KEY ACTION / DEADLINE

Complete export and diagnostics by end of June. See VFS CRM Clean-Up Process, Redtail Maintenance, and Wealthbox Maintenance docs for platform-specific instructions.

■ *CRM workflow template: Redtail · Wealthbox · Slant · Advyzon*

Clean Non-Client Contact Records

Jun – Aug

WHAT TO DO

Review all non-Head/non-Spouse contact records (children, other relatives, unlinked contacts). Reference the VFS Best Practices for Non-Client Contacts document. Confirm which records should retain Active status. Archive or inactivate records no longer relevant.

KEY ACTION / DEADLINE

Complete non-client record review by end of August. See VFS CRM Clean-Up Process doc for full instructions.

■ *CRM workflow template: Redtail · Wealthbox · Slant · Advyzon*

Create/Review/Update Style Guide / Best Practices

Jun – Aug

WHAT TO DO

Review the current CRM Style Guide or Best Practice document for accuracy. Update any new custom fields, tags, categories, UDFs, or keywords added during the year. Save as PDF and distribute the updated guide to the team.

KEY ACTION / DEADLINE

Distribute updated Style Guide to team by end of August. Store a copy in the firm's shared document library.

■ *CRM workflow template: Redtail · Wealthbox · Slant · Advyzon*



Mock Compliance Audit

5 recurring tasks

ADV Annual Filing & Client Delivery

Mar – Apr

WHAT TO DO

March 31: File the annual Form ADV updating amendment via IARD (Step 1). April 30: Deliver or offer required disclosure documents to all existing clients (Step 2). Annual delivery package must include: Form ADV Part 2A (firm brochure), Form ADV Part 2B (brochure supplement for supervised persons), Privacy Policy, and Form CRS if applicable. Delivery can be made electronically or by mail; document the method and date for every client.

KEY ACTION / DEADLINE

File ADV amendment by March 31. Complete client delivery or offer by April 30. Log all delivery dates in your CRM or compliance file immediately upon completion.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#)

Client Agreement Audit – All Households

Jun – Aug

WHAT TO DO

- Confirm every client household has a current signed advisory agreement saved in document storage.
- Capture each agreement's effective date (and fee schedule, if used) on the household record so the data is reportable.
- Flag any households where the signed agreement is missing or the agreement date can't be confirmed.

KEY ACTION / DEADLINE

Complete client agreement audit by end of August. Document findings in a tracking spreadsheet.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#)

IPS / Risk Tolerance Questionnaire – All Households

Jun – Aug

WHAT TO DO

- Confirm every client household has a current IPS or RTQ saved in document storage.
- Capture each document's date and the documented risk tolerance on the household record so the data is reportable.
- Compile findings for the advisor's review — flag households where the IPS or RTQ is missing or where the date or risk tolerance can't be confirmed.

KEY ACTION / DEADLINE

Complete IPS/RTQ audit by end of August. Initiate outreach for any updates needed before year-end.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#)

ADV Delivery Log Review

May

WHAT TO DO

Confirm the most recent Form ADV Part 2 delivery date is documented for every client. Verify annual ADV delivery or offer has been made within the required timeframe. Confirm new client ADV deliveries are captured at onboarding. Ensure delivery log is maintained in the CRM or a dedicated compliance file.

KEY ACTION / DEADLINE

Complete ADV delivery log review by end of July. Remediate any gaps before year-end.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#)

10-Household Mock Exam Pull

Jun – Aug

WHAT TO DO

Select 10 client households with a mix of account types, advisors, and tenure. For each, confirm you can readily produce: signed advisory contract; IPS and/or RTQ; monthly account statements for the prior 12 months; ADV delivery confirmation; discretionary trading authority documents; trust/POA documents if applicable; annuity purchase details if applicable (date, commissions, rate). Document any items that could not be immediately located. Reference: Exam Letter 2 (Ex-26-0041).

KEY ACTION / DEADLINE

Complete mock exam pull by end of August. Remediate all file gaps before year-end.

■ CRM workflow template: [Redtail](#) · [Wealthbox](#) · [Slant](#) · [Advyzon](#) ([Schwab & Altruist versions](#))



Estate Planning

2 recurring tasks

Beneficiary Review

Jun – Aug

WHAT TO DO

- Request beneficiary data from the custodian. Schwab: ask the service team for an Account Beneficiaries report for each FA Master. Altruist: pull both the Beneficiaries and Accounts reports, adding Account Type and Household Name.
- Truncate account numbers before the files leave your machine.
- Build a branded beneficiary review document for each household, showing designations on file for every beneficiary-eligible account.
- Flag accounts with no designation and primaries with no contingent named.
- Deliver the documents to the advisor for client review and confirmation.
- Document client responses and update requests in the CRM.

KEY ACTION / DEADLINE

Request or pull the custodian reports by end of June. Deliver household documents to advisors and compile client responses by end of August.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon (Schwab & Altruist versions)*

Estate Planning Document Audit

Jun – Aug

WHAT TO DO

- Review each client household to determine whether the following estate planning documents are on file: will, trust(s), durable power of attorney (DPOA), and healthcare directive/living will.
- For documents that are on file, confirm they are stored in the firm's document management system in a consistent, findable location.
- For documents that are missing, note the gap in the CRM and flag for advisor awareness.
- Create or update a tracking system in the CRM for each document type — using a custom field, tag, keyword, or checklist depending on the platform — so that document status is reportable and easily accessible for future reviews.

KEY ACTION / DEADLINE

Complete the estate planning document audit for all client households by end of August. Ensure all document statuses are recorded in the CRM in a format that supports future reporting and tracking.

■ CRM workflow template: *Redtail · Wealthbox · Slant · Advyzon*



Key Reminders & Deadlines

Annual Operations Guide

Tax Deadlines

April 15: IRA/Roth prior-year contribution deadline. October 15: SEP-IRA contribution deadline (with extension). 1099s finalize by mid-February; watch for corrected 1099s through March. Gather filed returns and upload to Holistiplan starting in April.

RMD / QCD

All RMDs must be distributed by December 31 (April 1 deadline for first-year RMDs only). QCDs available at age 70½. Submit December requests by the 20th. Mid-year check in June/July to verify pacing.

Contribution Limits

Review IRS updates each November for next-year limits. Catch-up contributions available for age 50+. SIMPLE IRA employer contributions due by Jan 30 for prior calendar year. Monitor 401(k) deferral pacing mid-year.

ACH & Check/Journal SLOAs

Drop inactive ACH and journal instructions after 3 years. Audit annually in Q1; spot-check mid-year for failed transfers. Allow 3–5 business days for transfers to settle. Submit year-end requests by December 20.

CRM Scrub (Jun–Aug)

Export full contact records and run diagnostics. Resolve missing data for Head/Spouse records. Clean non-client contacts. Merge duplicates, update tags, remove inactive/deceased from tag groups. Redistribute updated Style Guide by end of August.

Mock Compliance Audit (Mar–Aug)

Mar 31: File annual ADV updating amendment via IARD. Apr 30: Deliver ADV Part 2A/2B, Privacy Policy, and CRS (if applicable) to all clients. Jun–Aug: Confirm signed agreements and IPS/RTQ for all households, review ADV delivery log, and complete 10-household mock exam pull using Ex-26-0041 as the reference checklist.