Redtail Workflows
Appointment - Annual Client Review Process
Appointment - Client Meeting
Appointment - Client Phone Call
Appointment - Client Review (Month)
Appointment - Employee Benefits Workshop
Appointment – New Prospective Client
Appointment - New Prospective Client (From Event)
Appointment - Prospective Client Pre-Discovery & Discovery Process
Client Account Service - 401(k) Distributions
Client Account Service - Additional Account Forms Required
Client Account Service – Adjust/Cancel Deposit of Funds
Client Account Service – Adjust/Stop Recurring Distribution
Client Account Service - Beneficiary Designation Change
Client Account Service - Change of Address or Email
Client Account Service - Change of Broker Dealer
Client Account Service - Change of RIA
Client Account Service – Client Online Access
Client Account Service - Death of a Client
Client Account Service - Deposit Funds into Account
Client Account Service - Direct Rollover from Retirement Plan
Client Account Service - Distribution from Brokerage Account
Client Account Service - Move Money Form
Client Account Service – Name change
Client Account Service - Process IRA Contribution with Subsequent Roth Conversion
Client Account Service - Processing ALL Investment and Insurance Checks (except Financial Planning Fee Pymts)
Client Account Service - Redemptions from 529
Client Account Service - Redemptions from Direct Account
Client Account Service - RIA Switch & Re-establish Standing Instruction
Client Account Service – RMD's – client list, establishing 1st RMD, adjust recurring $
Client Account Service - Roth Conversion
Client Account Service – TDA AdvisorClient.com – link accounts
Client Account Service - TDA Signature Verification form
Client Account Service - Transfer of Assets
Client Service - Client Termination
Insurance - Additional Policy Forms Required
Insurance - Disability
Insurance - Fixed Annuity
Insurance - Life (Electronic Term or UL)
Insurance - Life (Paper)
Insurance - Life Insurance Death Claim
Insurance – LTCi
New Account - 401(k) Participant Enrollment (Online)
New Account - 401(k) Participant Enrollment (Paper)
New Account - 401(k)/Qualified Plan Design & Implementation
New Account – 529 Plan
New Account - Master Template (Commission)
New Account - Master Template (Managed/Advisory)
New Account - Master Template (TDA)
New Account - Non-Traded Alternative Investment
New Account - SIMPLE IRA

New Account - Solo Traditional/Roth 401(k)
New Account - Variable Annuity
New Client – Onboarding (Current)
New Client - Onboarding & Data Input (Additional Option)
New Client - Onboarding & Data Input (Additional Option)
New Client(1) – Discovery
New Client(2) - Initial Prospect Appointment
New Client(3) - Plan/Design
New Client(4) - Implement (Account Establishment)
New Client(5) - Implement (45 Day Review)
PM - Employee Termination
PM - Event Planning
PM – FPE
PM - FPE (Cancel/Update)
PM – FPE (Failed/Missed Payment)
PM – FPE (Grandfathers- No Fee)
PM - IPS
PM - New Employee Onboarding
PM - NSF
PM – Past Client
PM – Podcast guest
Referral – Attorney
Referral - Business Banker
Referral – CPA
Referral – Insurance Specialist
Referral – Mortgage
Referral - Outside Resource
Referral - Student Loan Consult