



NAPFA Corporate Member Application

NAPFA members bring together and apply the separate disciplines comprising personal finance—income tax, financial position and cash flow, retirement preparation, estate planning, investments, and risk management; offering a full range of coordinated advice on issues surrounding a client’s personal financial situation.

NAPFA’s Corporate Member application is designed to address the needs of a multiple-advisor financial planning firm. It gives owners an opportunity to show NAPFA the unique offerings of the firm while providing professional growth resources for key employees.

Offer of Comprehensive Financial Planning Services

A NAPFA firm must offer comprehensive financial planning advice. This requirement does not imply that every client must receive comprehensive services, but only that such services are available. All members are required to attest to the continuing availability of comprehensive services in each annual renewal.

Fiduciary Oath and Code of Ethics (Pages 4 & 5)

Each member of a NAPFA firm must attest initially and annually to adhering to NAPFA’s Fiduciary Oath and Code of Ethics (Pages 4 & 5).

Form ADV

Please update your ADV on the Investment Adviser Public Disclosure (IAPD) website for current information. NAPFA will take Parts 2A and 2B which are required. Please send a PDF or Word document of your ADV Parts 2A and 2B to the NAPFA Membership Department at membership@napfa.org to coincide with the submission of your application. If you are not registered, attach a detailed explanation as Attachment B.

Peer Review, Comprehensive Plan, or Capstone Course Opt Out (Page 5)

Applicants must demonstrate the ability to take a comprehensive approach to financial planning by either submitting a sample comprehensive financial plan which has been prepared within the last year and follows the guidelines outlined in this Checklist, or participating in a peer review dialogue with a third party Plan/Peer Reviewer that follows the guidelines in this Checklist, or opting out because you have completed a Capstone Course comprehensive plan.

Continuing Education Requirement

Each NAPFA-Registered Financial Advisor is required to complete a minimum of 60 hours of continuing education every two years (or a prorated total based on date joined), starting on an even year and ending on an odd year, January 1 – December 31, and must attest to completion of this requirement and submit documentation by the close of the CE cycle.

Email the completed application to membership@napfa.org.

Structure & Responsibility of Firm

To ensure NAPFA's values are instilled throughout the firm, the required number of NAPFA Registered Financial Advisor(s) at the firm is one out of every five employees covered in the firm membership.



Annual dues include two components: a flat fee for the firm and a per person charge for each individual member tied to the firm. Both elements offer three options based on the size of the firm. At the time of conversion from individual membership(s) to Corporate Member status any money remaining on account for individual memberships will be refunded to the member who made the payment, or used to offset the payment amount for the firm. You are allowed to add or subtract members throughout the year. Renewal dues are based on the number of members included in the firm. Corporate Member renewals take place annually and are scheduled based on the month the firm membership commenced.

Firm: _____

Lead contact for application approval and renewal information:

Role at the Firm: _____

Email: _____

Dues

	1-5 Professionals	6-10 Professionals	11+ Professionals
Base Dues	\$1,360	\$1,900	\$2,650
+ Annual Fee per Professional	\$230	\$125	\$100

Processing Fees

Cost	Purpose
\$75	ADV
\$75	Per each NAPFA-Registered Financial Advisor Applicant (<i>Third-party processing fee</i>)

Dues Worksheet

Base Dues \$ _____

Number of Professionals # _____

x per Professional Fee \$ _____

Processing Fees \$ _____

Total Due \$ _____

Information for Corporate Members

Attach additional pages 3-5 for each member of the firm.



Membership Role Applying for:

NAPFA- Registered Financial Advisor, NAPFA Associate, Student Affiliate, Academic Affiliate

Name: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Date, year, and capacity in which you entered the financial services industry: _____

Date & year you began providing comprehensive Fee-Only financial planning services: _____

Mailing Address: _____

If different from above

Birth Date: _____

Race:

- ☐ White
- ☐ Black or African American
- ☐ Latino or Hispanic
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or Pacific Islander
- ☐ Two or more
- ☐ Prefer not to indicate

Sexual Orientation:

- ☐ Bisexual
- ☐ Gay
- ☐ Lesbian
- ☐ Straight/Heterosexual
- ☐ Prefer not to indicate
- ☐ Other

Gender:

- ☐ Male
- ☐ Female
- ☐ Non-Binary
- ☐ Prefer not to indicate

Professional Credentials or Designations:

CRD #:

CFP #:

Twitter Handle:

NASD licenses held (if any):

LinkedIn Profile URL:

Do you participate in a NAPFA Local Group?

☐ Yes ☐ No

If so, which group?

Did a NAPFA member refer you to NAPFA?

☐ Yes ☐ No

If so, who?

Education

Provide the name and location of each accredited institution from which you have received a degree, showing the date and discipline of each degree.



Name of Institution

Location

Degree & Discipline

Year Conferred

NAPFA Fiduciary Oath

The advisor shall exercise their best efforts to act in good faith and in the best interests of the client. The advisor shall provide written disclosure to the client prior to the engagement of the advisor, and thereafter throughout the term of the engagement, of any conflicts of interest, which will or reasonably may compromise the impartiality or independence of the advisor. The advisor, or any party in which the advisor has a financial interest, does not receive any compensation or other remuneration that is contingent on any client's purchase or sale of a financial product. The advisor does not receive a fee or other compensation from another party based on the referral of a client or the client's business.

What the Fiduciary Oath means to you – the client

- I shall always act in good faith and with candor.
- I shall be proactive in my disclosure of any conflicts of interest that may impact you.
- I shall not accept any referral fees or compensation that is contingent upon purchase or sale of a financial product.

NAPFA Code of Ethics

Objectivity: NAPFA members strive to be as unbiased as possible in providing advice to clients, and NAPFA members practice on a Fee-Only basis.

Confidentiality: NAPFA members shall keep all client data private, unless authorization is received from the client to share it. NAPFA members shall treat all documents with care and take care when disposing of them. Relations with clients shall be kept private.

Competence: NAPFA members shall strive to maintain a high level of knowledge and ability. Members shall attain continuing education at least at the minimum level required by NAPFA. Members shall not provide advice in areas where they are not capable.

Fairness & Suitability: Dealings and recommendation with clients will always be in the client's best interests. NAPFA members put their clients first.

Integrity & Honesty: NAPFA members will endeavor to always take the high road and to be ever mindful of the potential for misunderstanding that can accrue in normal human interactions. NAPFA members will be diligent to keep actions and reactions so far aboveboard that a thinking client or other professional would not doubt intentions. In all actions, NAPFA members should be mindful that in addition to serving our clients, we are about the business of building a profession, and our actions should reflect this.

Regulatory Compliance: NAPFA members will strive to maintain conformity with legal regulations.

Full Disclosure: NAPFA members shall fully describe method of compensation and potential conflicts of interest to clients and also specify the total cost of investments.



Professionalism: NAPFA members shall conduct themselves in a way that would be a credit to NAPFA at all times. NAPFA membership involves integrity, honest treatment of clients, and treating people with respect.

Acknowledgment and Certification

I confirm that I am a Fee-Only Financial Advisor. I acknowledge that NAPFA may obtain copies of my regulatory filings and review my disciplinary history. NAPFA may order a credit check, verify my education and other credentials, and may require that I submit client and/or professional references, as an element of this application. I certify and affirm that I have read, understand and agree to be bound by the NAPFA Fiduciary Oath, Code of Ethics and Standards of Membership. I certify that all statements and responses, and every attachment hereto, are full and complete and contain all material information and omit no material information relevant to my application. I agree to hold harmless NAPFA, its Board of Directors and its employees and agents, in the event that my application is not accepted, or my membership is terminated or not renewed for any reason.

Signature of Applicant _____ Date _____

Peer Review, Comprehensive Plan, or Capstone Course Opt Out

Applicants must demonstrate the ability to take a comprehensive approach to financial planning by either:

- Submitting a sample comprehensive financial plan which has been prepared within the last year and follows the guidelines outlined in this [Checklist](#)
- Participating in a peer review dialogue with a third party Plan/Peer Reviewer that follows the guidelines in this [Checklist](#), or
- Opting out because you have completed a capstone course comprehensive plan

If you are opting out of a plan or peer review because you have completed a capstone course comprehensive plan, you must attach an unofficial transcript from your school that shows proof that you have taken this course. By submitting the unofficial transcript, you attest that you completed the plan within the Capstone Course and that it was your own work, not the result of a group project.

Only one sample comprehensive financial plan is needed for a firm. If you have more than two NAPFA-Registered Financial Advisor applicants, you must complete a group peer review.

Please select your option below.

- ☐ I will submit a sample comprehensive financial plan
- ☐ I will participate in a peer review dialogue
- ☐ I will opt out. I have completed a capstone course comprehensive plan