



*Simplify Advisor  
Transitions with  
Security, Speed,  
And Strategy*

**Seamless Transitions:**

**The Advisor's Guide to  
Moving with Confidence**

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# Introduction

The financial advisory landscape is constantly evolving, with advisors seeking to grow their businesses, switch firms, or retire from the industry.

Whether it's a career change, a move to a new firm, or the next stage in life, one of the most challenging processes in an advisor's career is the transition.

This eBook explores Advisor Transitions and how Forms Logic, a specialized service provider in this space, can streamline this complex process.



# The Transitions Space

Recent statistics on advisor transitions reveal a dynamic and evolving financial advisory landscape:



## 9,615 ADVISOR MOVEMENT

In 2024, advisor movement stayed relatively flat from the previous year. The biggest winners were Independent/Regional firms taking from Wirehouses.

[Diamond Consulting](#)

## 90K ADVISOR SHORTAGE

The advisor workforce has grown at a meager 0.3% per year over the last decade, and projections suggest a potential shortfall of 90,000 to 110,000 advisors by 2034, primarily due to retirements outpacing recruitment. Mckinsey

## 20% TRANSITION PACKAGES

Average total transition packages saw a modest rise of 15% to 20% from 2022, with independent broker-dealer firms offering more competitive terms, sometimes exceeding 100% of an advisor's annual production. [wealthmanagement.com](#)

## 6% RIA TRANSACTIONS

In 2023, 321 Registered Investment Advisor (RIA) deals were announced, a nearly 6% decrease from the record 340 in 2022, indicating a slight cooling in merger and acquisition activity. Investment News

# What Are Advisor Transitions?

Advisor transitions refer to the process by which a financial advisor moves their practice from one firm to another or from one client base to another. This could involve:

## MOVING FROM ONE FINANCIAL INSTITUTION TO ANOTHER

Financial advisors often make career changes, joining a new firm for better opportunities, a different work environment, or enhanced tools and resources. There are many different types of moves such as:

- ▶ Advisors moving to larger firm due to enhanced packages, higher degree autonomy, scale, etc.
- ▶ Advisors moving to smaller boutique firms due to better service and support.
- ▶ Advisors moving to RIAs because they offer more flexible business models, are less regulated, better alignment to client interests, etc.

## SELLING OR TRANSFERRING A PRACTICE

Advisors who wish to retire or step away from the industry may transfer their client base to another advisor or sell their practice.

## SUCCESSION PLANNING

As advisors age, they often seek a succession plan to ensure their clients are well taken care of when they exit the business.



# Challenges of Advisor Transitions

Advisor transitions are complex and often messy. Moving financial practice involves much more than simply relocating clients. Here are a few reasons why transitions can be difficult:

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## 1. CLIENT COMMUNICATION & TRUST

Maintaining trust and transparency with clients is critical during a transition. Clients are naturally anxious about their investments and financial future during a transition. They want to ensure that their assets are transferred without any problems, and they often fear that their investments may be at risk during the process. A failure in communication can erode the advisor's relationship with clients, especially if clients feel like their assets are not being properly managed during the transition.

## 2. TECHNOLOGY

Technology can significantly improve a client transition through delivery speed and accuracy. Choosing the wrong (or none) technology to support a transition can lead to delays and most importantly missed/lost revenue.

## 3. ASSET TRANSFER

One of the most stressful parts, advisors must ensure that client assets are transferred smoothly to the new firm or advisor. Sometimes, certain assets or investments are overlooked during the transfer process, leading to gaps in the client's portfolio. This can result in frustration for both the client and the advisor and can even lead to the client seeking another advisor if they feel the transfer was mishandled.

# Challenges of Advisor Transitions

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## 4. COMPLIANCE ISSUES

Proper handling of paperwork and compliance regulations is crucial to ensure the transition is legal and smooth. Financial services are heavily regulated, and advisors must ensure that all asset transfers comply with local, state, and federal regulations. Advisors must work within a regulatory framework that requires ensuring that assets are correctly transferred while meeting compliance standards.

## 5. BRAND REPUTATION MANAGEMENT

Advisors must ensure that their personal brand and reputation remain intact throughout the process. Any failure to properly manage asset transfers can negatively affect an advisor's reputation. Advisors are deeply concerned about maintaining their clients' trust and avoiding any mishandling of their assets, as mistakes could lead to lost clients, regulatory scrutiny, and potential legal actions.

## 6. POTENTIAL FOR MISTAKES

Given the amount of data being transferred, there is a risk of errors in account numbers, client names, asset values, or account types. A mistake, even a small one, can cause major headaches and delays in the transition process.

## 7. TIME CONSUMING

Advisor transitions can be incredibly time-consuming, detracting from the advisor's ability to focus on serving clients.

# Why Use a Service Like Forms Logic?

## EXPERT GUIDANCE

Forms Logic offers expert guidance to ensure that every legal and regulatory step is handled with precision, ensuring compliance. Forms Logic works very closely with its Firm partners to ensure that they understand all the firm's account opening / transfer requirements from a data and forms perspective.

## DATA SECURITY

The company offers secure solutions to manage sensitive financial data during the transition process.

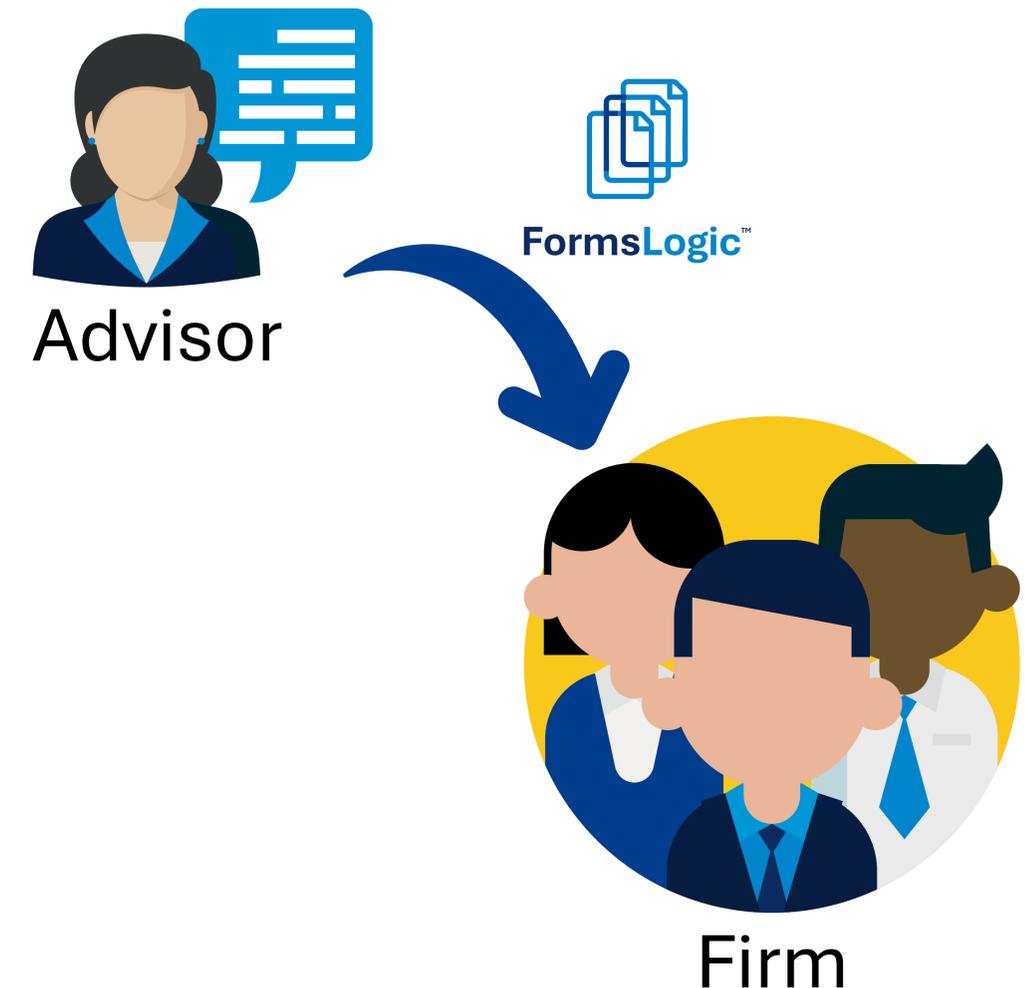
Forms Logic specializes in the smooth transition of financial advisory books of business. Here's why advisors should consider using Forms Logic for their transitions:

## CLIENT RETENTION

By handling the transition with care, Forms Logic helps ensure that clients feel confident and secure, increasing the likelihood of retaining them.

## TIME EFFICIENCY

The transition service is designed to save valuable time, ensuring the advisor and his/her staff can focus on client relationships while the logistics are handled behind the scenes.



# The Advisor Transition Process

The advisor transition process can be broken down into a few key stages. Each of these steps is essential for ensuring a smooth transition:

- 1. Advisor Introduction**
- 2. Contract Complete**
- 3. Data Capture**
- 4. Workflow Creation**
- 5. Affiliation Data - Go!**
- 6. Transition Executed**



# 1. Advisor Introduction

## KEY ACTIONS DURING THIS STAGE:

- ☑ Identify type of clients/accounts to be transferred: There are many different types of account transitions that require different forms and data.
  - BD to RIA (Clearing to Custodian)
  - RIA to RIA (Same Custodian)
  - RIA to RIA (Transfer from one Custodian to another)
  - Direct Business
  - Registrations (Trusts, Qualified vs. Non-Qualified, etc.)
- ☑ Provide the expected affiliation date: This will allow Forms Logic to create a timeline and set milestones that both sides must follow to ensure delivery on affiliation date.
- ☑ Develop a communication plan for informing clients.
- ☑ Identify the tools and technology needed for a smooth transition.

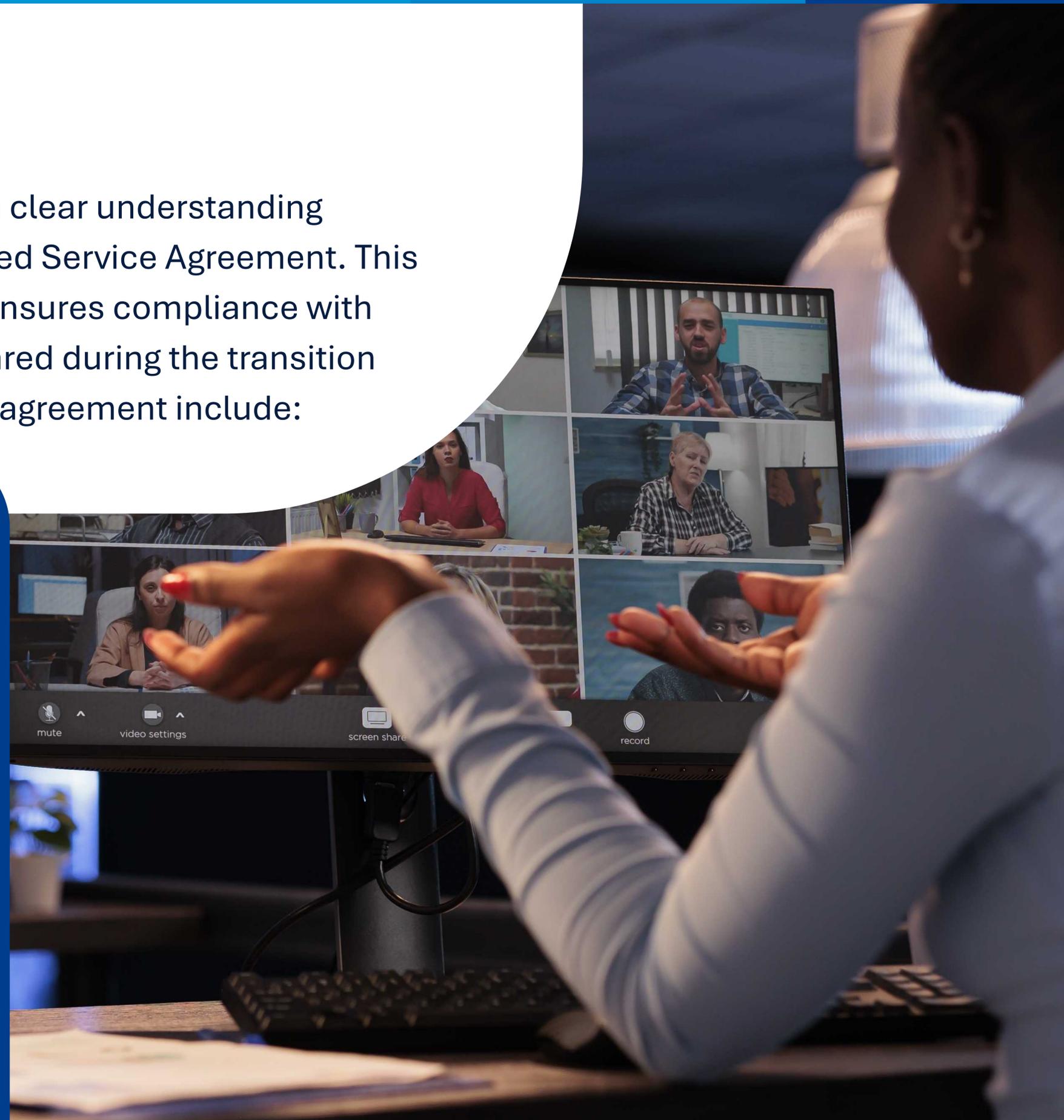
Before making any changes, a detailed plan is crucial. This plan will outline the steps involved, potential risks, timelines, and specific strategies to manage client communication.



## 2. Contract Complete

Before the transition begins, it's essential to establish a clear understanding between Forms Logic and the advisor through a Managed Service Agreement. This agreement outlines the responsibilities of each party, ensures compliance with regulatory requirements, and confirms that all data shared during the transition process is authorized and secure. Key elements of this agreement include:

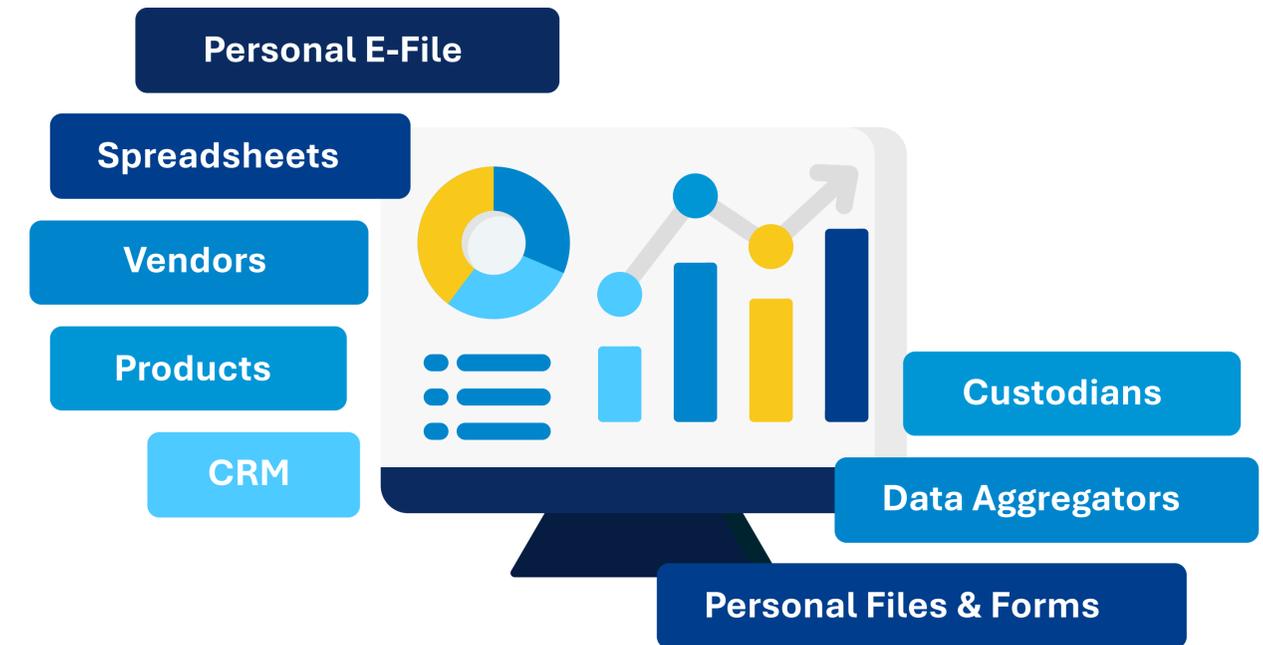
- ✓ Advisor confirmation that the data they are providing is their clients'
- ✓ Confirmation that all included clients consented to the use of their data
- ✓ Assurance that the data transfer does not violate Regulation S-P laws
- ✓ An outline of all payments between the advisor and Forms Logic



## 3. Data Capture

### KEY ACTIONS DURING THIS STAGE:

- ☑ Create a secure location to share customer information.
- ☑ Support advisors on how/where to generate and provide the most up-to-date generally available data they can provide. Forms Logic team is trained on how to export data out of the common sources such as Clearing, Custody, CRM, Reporting.
- ☑ Take the data provided (frequently across multiple spreadsheets) and 'normalize' it by loading the data into the Forms Logic master upload spreadsheet. In many cases data requirements and values from one firm may vary to the transition firm. As such, Forms Logic must convert data to match what the incoming firm requires.



- ☑ Review which accounts will be generated via e-sign vs. printing and wet sign. Forms Logic can then enable those accounts to be processed accordingly. There are various conditions that can drive the selection:
  - ↪ Some vendors do not allow e-sign
  - ↪ Some clients may not have email addresses or cell phones that are required for e-sign
  - ↪ Some clients (or advisors) may simply prefer to meet and review in-person and sign on the forms.

## 4. Workflow Creation

Once the data review has been reviewed and approved, it is loaded into the system and the account workflows are built. A workflow is the term that Forms Logic users use to define a transaction in the system. A workflow has many facets including specific information to determine who it's for (client) and how the workflow is processed (routing rules to the back office), the contents of the workflow itself including the required forms packet and key auditing information.



### KEY ACTIONS DURING THIS STAGE:

- Train advisors and staff on system usage and access as they will be required to access Forms Logic and review bundles
- Advisors will review

## THE ADVISOR TRANSITION PROCESS

# 5. Affiliation Day - Go!

On affiliation date, the system is 'unlocked' so advisors can begin the signing process.

Data, documents, workflow and processes are all delivered to your destination firm to start the process of onboarding you as an advisor.



FormsLogic™

RUN TRANSITION



Advisor



Clients

## 6. Transition Executed

With the advisor's affiliation complete, the transition enters its final phase—execution. This stage ensures that every client account, document, and workflow is processed accurately and efficiently.

By leveraging Forms Logic's automation capabilities, advisors can confidently move forward knowing that the back office receives complete and compliant packages ready for action.



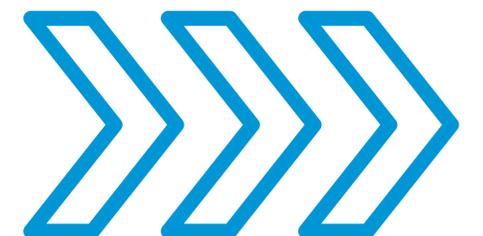
### KEY ACTIONS DURING THIS STAGE:

- ☑ **Automated Routing:** Electronically signed documents are automatically routed to the back office
- ☑ **Wet Signature Handling:** Wet-signed forms are scanned, uploaded, and submitted
- ☑ **Error Resolution:** NIGOs and updates are highlighted and handled directly in-platform
- ☑ **Advisor Visibility:** Advisors track progress and issues through a live transaction dashboard
- ☑ **Seamless Integration:** Completed workflows are automatically delivered to the back office for action

# Key Success Factors in Advisor Transitions

The success of an advisor transition is largely dependent on the planning and execution of several key factors. The following elements are critical to achieving a successful transition:

- 1. Clear Communication**
- 2. Meticulous Planning**
- 3. Client-Centric Approach**
- 4. Regulatory Compliance**
- 5. Technology and Data Security**



# 6. Key Success Factors in Advisor Transitions



## 1. Clear Communication

Communication is the cornerstone of a successful advisor transition. Advisors must be transparent with clients, explaining the reasons behind the move and how it will benefit them. They should also reassure clients that their financial interests are safe,

## 2. Meticulous Planning

Effective planning ensures that all steps in the transition are handled without oversight. This includes planning for compliance, asset transfer, and client communication.

### 3. Regulatory Compliance

Financial advisors must follow strict legal and regulatory guidelines to ensure that no rules are violated during the transition. This requires attention to detail and expertise.

### 4. Client-Centric Approach

Ensuring that clients feel confident and secure during the transition is critical. Retaining clients through a thoughtful, client-centric approach is essential to the success of the transition.



### 5. Technology and Data Security

Ensuring that all data is transferred securely and that there are no breaches of client confidentiality is paramount. Utilizing trusted technology solutions ensures a smooth, secure transition process.

# 7. The Forms Logic Advantage

Forms Logic has established itself as a trusted leader in advisor transitions. Some of the key advantages that set Forms Logic apart from other services include:

## ✓ **A Proven Track Record:**

Forms Logic has successfully facilitated transitions for hundreds of financial advisors, ensuring seamless processes and high client retention.

## ✓ **End-to-End Services**

From the first consultation to post-transition support, Forms Logic ensures that every step of the process is covered, including planning, compliance, data security, and client communication.

## ✓ **Customized Service**

Each advisor transition is unique. Forms Logic tailors its services to fit the specific needs of the advisor, ensuring a smooth and personalized transition experience.

## ✓ **Regulatory Expertise**

With extensive knowledge of financial regulations, Forms Logic ensures that the advisor's transition complies with all relevant laws.

## ✓ **Client-Focused**

Forms Logic understands that client retention is the primary concern during a transition. They provide strategies and tools to maintain client trust and satisfaction.

## 8. Conclusion

Advisors transitions are complex processes that require careful planning, expert execution, and a client-first approach. Forms Logic offers the services, expertise, and solutions necessary to navigate these transitions successfully.

By partnering with Forms Logic, financial advisors can ensure a smooth, seamless transition that protects their clients, their reputation, and their practice's future.

Whether you are moving to a new firm, selling your practice, or planning for succession, Forms Logic is here to guide you every step of the way.

**Ready to Start Your Transition? Contact Forms Logic today to begin the process of a successful advisor transition. Visit [www.formslogic.com](http://www.formslogic.com) for more information**



# Testimonials

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"We are incredibly happy with the service provided by Forms Logic and so thankful we moved forward with their solution. It has **significantly reduced our onboarding time** for transitioning advisors and has also become a **powerful recruiting tool** for our firm."

Kate Mach, VP RIA Operations for World

“

“Forms Logic made what could have been a stressful transition incredibly seamless. Their platform was intuitive, and the support team ensured every step was efficient. By the time my licensing was complete, I had everything ready to go. The integration with DocuSign was a game-changer, allowing me to complete all my account transitions in record time. If you’re transitioning firms, **Forms Logic is a must-have tool.**”

Carlos Benedeti, Passport Wealth

“

"Forms Logic made my account transition **smoother than I ever thought possible**. Instead of spending hours manually filling out paperwork for each client, I was able to populate everything in bulk —**accurately and efficiently**. It took a huge administrative burden off my plate and let me focus on **retaining relationships** and **keeping momentum** during the move."

Forms Logic Customer