



Follow the Path to Financial Freedom

CLIENT GUIDE TO FINANCIAL FREEDOM





Integrity Debt Services, LLC.

1001 West Indian Town Rd - Suite 105
Jupiter, Florida 33458
Phone: 305.748.6007
Toll Free: 877.658.1534
Fax: 561.207.7539

Dear Valued Integrity Debt Services Client,

Integrity Debt Services would like to take this opportunity to congratulate you on your decision to take control of your financial future. We look forward to assisting you on your journey back towards debt-free living and will be here to make sure all your questions and concerns are answered every step of the way... WELCOME TO THE PATH TO FINANCIAL FREEDOM.

Over the next several months, you will be working with a dedicated team of specialist whose main objective is assisting you on this educational journey. After completing this program, the team at IDS believes that you will walk away with confidence and be in better command of your financial future. With the information and tools IDS will provide throughout the program, staying in control of your personal finances will be well within your grasp.

The following pages enclosed in your IDS Debt client guide are intended to answer many of the questions you may have about the debt-resolution process. Please take the time to read the kit in its entirety. The information is designed to help you along during this process. The better educated you are about this program, the easier it will be to deal with your creditors and complete the settlement plan your Debt specialist has outlined.

This arrangement will need to be a team effort, so please help us by providing our Processing Department with all of the information needed in order to properly handle your account. If you have not already mailed ALL of the most recent creditor statements, including the transaction summary, it is imperative that you do so immediately in order for your client file to be completed. Your attention to these details is greatly appreciated and will help IDS effectively communicate with your creditors.

Additionally, an Advisor from our Settlement Department will be in contact with you in the future to discuss any possible settlement offers you or IDS may receive. Please be open and candid with your Settlement Advisor as they will be instrumental in handling your case and any final negotiations with your creditors. Our Settlement Advisors are highly trained professionals who will discuss their settlement objectives with you in order to negotiate the very best deals on your behalf.

As an IDS client, there is one very simple but important rule that we will ask you to abide by:

RULE NO. 1: LET INTEGRITY DEBT SERVICES DO THE TALKING FOR YOU

Why is this such an important rule to understand and follow? The program is most successful when one person is negotiating your debts for you. If you allow IDS to handle some of the creditor calls while you handle some of the other calls yourself, it's possible you may say or agree to something that is truly not in your best interest. Please trust in IDS' ability to successfully negotiate the absolute best settlement for you and allow us to do the talking for you.

Many of our clients successfully adhere to this rule simply by changing their existing telephone number to an unlisted number. This works very well for some people. Others utilize their Caller ID and/or answering machines to determine who's calling prior to picking up the phone.

You've seen the shows on TV where the cops read a suspect his/her rights while they are being arrested - "You have the right to remain silent..." and so forth. In debt collection, there is a similar rule. A debt collector is lawfully supposed to tell you the following: "This is an attempt to collect a debt. Any information you provide us will be used for that purpose."

Your Settlement Consultant is very well trained and knows exactly what information to say, what to disclose, when to disclose it, and when to withhold information. On the other hand, most consumers have never done debt negotiations and have no idea what to say in a situation where a creditor is intentionally making statements designed to intimidate and scare them into doing exactly what they want.

Debt collectors often present themselves with authority, since most people tend to respect authority. As such, their threatening comments tend to make people very emotional, leading them to say the wrong things or to give in to the creditors' demands. Most people feel compelled to answer in a misguided attempt to establish rapport with the collector. There is absolutely no law in any state that requires you to stay on the telephone and subject yourself to the collector's demands. So remember the first rule: **LET INTEGRITY DEBT SERVICES DO THE TALKING FOR YOU.** That's exactly what you've hired us for!

On the other hand, call center creditors, who are on an auto-dialer system, do not want to talk with IDS. They get bonuses if they get you to give in to their demands. Sometimes they'll go to extremes in an attempt to bully you instead of dealing with us. It's not unusual for them to make statements such as, "We've never heard of IDS," "We don't deal with them," or "We haven't been contacted by anyone." They will often make threats in an attempt to scare and intimidate you. Sometimes they even break the law. Rest assured, once we intake your file we have been in contact with each creditor and will continue to work your case until we come to the best possible results we can obtain.

There are many laws in place for creditors to follow. In fact, when a creditor breaks the law attempting to collect the debt, it increases IDS' power in negotiating a better settlement for you. A better settlement means you save more money and you rid those problematic debts sooner - YOU WIN! As professionals in the debt-settlement industry, IDS knows the law where most of our clients do not. Sometimes, to get creditors to stop harassing you, we need to remind them of the law. You are welcome to contact our settlement department at: (888)-606-6287.

Enclosed within your Debt Hand Book, you will find a copy of a "Collector Call Journal" which should to be used to track all creditor calls in order for IDS to help minimize continued creditor contact. Please make photocopies of the call journal and use them routinely. Keep a copy at home and take one to work. Ultimately, this log will benefit us both by helping to significantly minimize harassing phone calls from your creditors, and by allowing IDS to negotiate better settlements for you.

Getting out of debt can sometimes be an unpleasant experience. It is easier getting into debt than getting out of it. IDS is here to help you every step of the way. You should rely on our experience and expertise and trust that we have your best interest at heart. Remember, if you have any questions during any point of this process, you are welcome to contact our client services department at **(888)-606-6287**. We will be happy to assist you in any way we can.

Thank you and congratulations once again.

8 Frequently Asked Questions



Once someone becomes an IDS client, there are often many questions that accompany the entire settlement process. For many people, debt settlement is a new concept and a vastly different approach than older conventional debt-resolution methods. The questions below will help you better understand the IDS settlement program. Please keep in mind that in most cases this will be a 18-42 month process. Immediate results will vary depending upon your availability of funds needed in order to settle your accounts with your creditors (every client will have different circumstances). Oftentimes, during the beginning stages, people lose sight of the end result... GETTING OUT OF DEBT! IDS will be here to walk you through this resolution period and will make ourselves readily available should you have any questions at any point of the program. Please contact the Client Services Team with any questions or concerns you may have.

Why are my creditors still calling me at home or work?

The Fair Debt Collection Practices Act (FDCPA) specifically addresses third-party debt collectors and does not necessarily apply to the originator of your loan. The FDCPA entitles the originator of the loan to contact the debtor regardless of a request to cease verbal communications. However, the vast majority of creditors will honor the request as soon as they can process the request in their systems. Integrity Debt Services will fax or mail to your creditors a “Creditor Engagement Notice” in order to help minimize telephone calls from your creditors. The date your Engagement Notice is sent to your creditors is determined by the date you have selected to make the initial payment to begin the program. Some banks are extremely large organizations with millions of clients and they tend to move very, very slowly. Once the creditors have received your Engagement Notice, it may take eight to 10 weeks for our Engagement Notice to cycle through their systems and reach the proper person or department. If the creditor utilizes automatic phone dialer systems this may cause even further delays. A “Creditor Call Journal” has been included in this kit and should be utilized to help IDS minimize the creditor phone calls. Please be patient and let the process take its course.

Can I shorten the scheduled timeframe for the settlement of my accounts?

YES. The settlement’s pace is based on the availability of your funds. If you receive additional monies from other income sources, you may use them to settle your debts more quickly. It is to your advantage to do so. You can also shorten your time in the program by adding more money to your monthly savings once you start. Remember, all of the settlement funds are in YOUR personal savings account under YOUR complete control. The quicker you deposit money into your savings account and the sooner you send us your client-hardship statement, the quicker your IDS’ settlement advisor can begin settlement negotiations.

Note: We cannot negotiate effectively for you until you return your hardship statement (see page 25). Your statement is vital in communicating with your creditors, so please return the completed client-hardship statement promptly (within 30 days).

Will I still receive monthly statements from the creditors and will they still charge interest and late fees?

YES. Most creditors will continue sending statements as long as the debt is outstanding. Once an account is settled you will no longer receive monthly statements. Your creditors will also continue to charge interest and late fees as another form of intimidation to keep you doing exactly what they want - sending payments to them every month for the rest of your life. When IDS begins the settlement process your Settlement Advisor will negotiate everything at that time.

Are all of the accounts in the program settled at the very end of the program?

You will use your IDS Trust account fund to settle each account, one by one, as soon as have sufficient funds available for IDS to begin negotiations. In a perfect world, the largest balance account would be settled first and the lowest balance account last. However, every case is different and whichever account benefits you the most will be the first account settled. Your Settlement Advisor will assist in designing a settlement plan that benefits you most.

What about Lawsuits or Arbitration Summons?

Lawsuits are far less common in debt matters than most people think. Some people may fall behind and not make payments to their creditors for years and never hear from a single attorney. Of course, the bank has the right to sue you to recover their money. Generally, however, if you keep up dialogue with the bank, through IDS, the banks would much prefer to work out a solution rather than sue. Lawsuits are very costly for creditors. IDS is not a law firm, nor are we your attorney. However, we do have a very good understanding of how the whole process works. Do not let lawsuits or the threat of lawsuits intimidate you, but rather use them to your advantage. IDS will give you suggestions to any matter that should arise. Of course, please save any and all correspondence you receive from your creditors and forward a copy to our Support Services Department immediately. Please remember, when faxing correspondence to IDS, you must include a cover sheet, noting Attention: Support Services. Also, please remember to include your name and telephone number. Our fax number for Support Services is (888)-658-0573

What should I do with any letters or correspondence I receive from my creditors or collection agencies?

Some of the letters you will receive require a response from our office and are time-sensitive material. Others may not be time sensitive and may not require any response. Therefore, immediately forward any written correspondence you receive to our Support Services Department for a determination of the required reply, if any. Let us take a look at the letter and we will respond or we will help you respond accordingly.





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Who controls the monthly savings account used to settle the accounts with my creditors?

IDS will maintain and you will control your personal trust account at a FDIC insured bank. The monthly amount you save should be far less than your old total monthly minimum payments on your credit cards, allowing you more cash for other purposes.

Once your Trust Account has achieved 40 percent of the outstanding balance of the largest non-settled account, we will begin settlement-negotiations process on that particular account. Your settlement advisor will negotiate a tentative settlement offer with that creditor and call you for final approval of the offer. If you agree to the settlement amount, the creditor sends IDS a letter indicating the dollar amount agreed upon to settle your outstanding balance.

Typically, the creditors require these funds to be in their office within seven to ten business days from the receipt of the settlement offer. IDS will send your settlement payment via electronic wire. In some cases, we may be able to do a check by telephone for your convenience. Your settlement advisor will discuss the particulars of each settlement as it occurs.

Can I still use a card if I have remaining credit limit available?

NO. Any account in the program will be requested to be closed during IDS' initial contact with your creditors. If you have a credit card account not enrolled in the program, but issued by the same bank or credit card company as a card that is in the program, the creditor will most likely close it as well.

Disclaimer:

Integrity Debt Services does not provide legal, tax or investment advice. If you need legal advice, legal expertise or court filings, you must seek the advice of a licensed attorney. Individual results may vary.



Family Money Manager

Taking Charge of Personal Finances

No matter how much money a family has, most probably feel they need more. However, more money isn't always the answer to financial concerns. Better money management can often help families feel more satisfied with their income. It is a known fact that we spend money every day and don't even think about it. We do it and money leaves our pocket, wallet, or purse and is forgotten. We simply do not remember or register what we do with our funds. When you stopped at Starbucks this morning, how much was the coffee, the scone, the tax and tip?

a prime
key in
becoming
debt free

If we begin to track our spending, and we can see it in black and white, we can then begin to understand where the money goes and if our decision to spend money in a certain way was in fact wise. The enclosed worksheets are designed to allow you to run your life as if it were a business. Each expense can be given a code number if you like and entered into a simplified accounting package with or without a computer. If you have access to personal finance software packages, such as QuickBooks® or Microsoft Money, all kinds of reports can be generated. The most important would be a PROFIT AND LOSS STATEMENT.



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It is important to record the expenditure of every single penny, every single day, and total those at the end of the month. This will provide you with a monthly snapshot of how you spend your money. Once you have done that, you will be able to make significantly better decisions on how you spend, how you save, and what is or is not important to buy. Remember, our debt-negotiation program is designed to cut your debt at least in half; thus, every dollar you save is worth a minimum of two!

In order for you to acquire the best settlements with your creditors, the enclosed FAMILY MONEY MANAGER system needs to be completed within the next 90 days of your program. So get started NOW! Not only will this be enlightening for you, you may actually enjoy the game!

5 *Steps to Your Path to Financial Freedom*

- 1 Set short- and long-term goals
- 2 Budget Planning and saving
- 3 Your Path to Financial Freedom
- 4 Avoid excessive consumption (including unnecessary tax and credit costs)
- 5 Re-evaluate spending and saving as conditions change.

A money control system based on a BUDGET or SPENDING PLAN can reduce or eliminate many money concerns and help a family meet their financial needs.

A plan for spending and saving will show not only the family's projected income and expenditures, but should also help to reach goals, build financial security and avoid excessive consumption. The family will need to analyze the plan and look for possible ways to increase income or decrease expenditures.

In addition, the family must protect the assets it does own by avoiding misuse of it and making use of insurance to guard against the risk of loss. The family can also increase total income by using personal resources such as time, ability and materials on hand instead of money whenever possible. By continuing to evaluate, making necessary changes and following the spending plan, a family will be better able to take charge of its money and get the most from it.

Spending Plan Requirements

How people spend money indicates their values and goals. No one can tell a family how to spend its money or what their lifestyle should be. Each family needs to decide how its income is allocated.

Family members must work on the plan as a team. A great deal of discussion is necessary so that individual differences can be heard and common goals can be identified. Each member must then practice money control in order to stick to the plan.

Each person needs a personal allowance, beginning as early as age 5 or 6. This amount is for personal spending and an individual may not need to account for it. A spending plan should not be a straightjacket.

Finally, record keeping should be kept simple so that records are helpful and keeping them does not feel like a burden. The person who enjoys record-keeping the most should be in charge, but all members should know what records to keep track of and where the complete set of family records can be found at all times.

Defining Goals

Often, MONEY INCOME is confused with REAL INCOME and PSYCHOLOGICAL INCOME. While money income is the actual income in dollars and cents, real income is the total goods and services that income will buy. A wise family can use sound buying habits to achieve greater real income from its money income. Psychological income, on the other hand is the amount of satisfaction one receives from purchased goods and services. Ultimately, psychological income satisfaction is most important for families. Only through a system of conscious goal setting and money management can this satisfaction be attained.

Effective money management depends on the way a family chooses to live and the goals it plans to achieve. Think about where your family is today and where it wants to be five or ten years from now. Make plans and set goals to attain these dreams. It is extremely important to write down goals and make them specific. As circumstances change, and as individuals and the family go through various stages of their life cycle, the family's goals, timetable and spending plan will need to be revised accordingly.



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The whole family should be a part of the budgeting process, since every decision either helps or hinders achievement of individual goals. Take time for a family discussion of this important phase of the budgeting process.

The objective of the plan is to help the family reach its goals, not to make the family follow confining rules. Don't get discouraged if the first plan doesn't work. Rework the plan to fit your family's changing needs and desires. Review or analyze it periodically to be sure that the spending plan continues to help the family manage the income effectively to reach its goals.

Long-term goals and objectives can give overall direction to your financial planning. These goals are usually set for five to 10 years into the future. Stock investments or a down payment on a house are examples of long-term goals. Keep in mind that many factors will influence these plans. Be willing to be flexible and make adjustments as needed. Intermediate goals should be obtainable within one to three years. A dream vacation or a new kitchen may be intermediate goals.

Short-term goals are those attainable in the next three months to one year, such as buying a new appliance or winter coats.

Both intermediate and short-term goals are often a part of a long-term goal. For example, a long-term goal of saving for a college education may be broken down into annual goals of saving \$500 for each child in a college fund. When writing your intermediate and short-term goals be specific about time periods and dollar amounts so that you can easily measure your progress in achieving your long term goal.

Use Charts 2 and 3 to record your individual and family goals (see page 18).

Planning, Spending and Saving

Budgeting is actually detailed goal-setting and forecasting for a short period, typically one year. Spending records are kept to record the actual amounts spent on various budgeted items.

Determine the best method for keeping track of your spending. A workable family spending plan requires the keeping of records. Select a format that best suits your needs and lifestyle. Many families determine that a prepared form is too inflexible for their record keeping needs. Prepared forms might be used as a starting point for designing a self-prepared form that works best. However, by outlining a rough draft of your family expenditures, you may be better able to determine how elaborate of a form is needed.

Computer budget generators and record-keeping systems are becoming a popular option. Software programs, such as QuickBooks®, can be purchased or you may want to design a spreadsheet of your own. One advantage of keeping computer-based records instead of handwritten records is that data can be stored and retrieved almost instantaneously. Additionally, records can be printed out quickly and comparisons can be easily calculated.

Someone desiring a very simple and convenient record-keeping system may want to take a look at a record-keeping system which makes use of a check register to track spending. The number of classifications required to record income and expenses will vary with each individual and family. A basic budget may have as few as 12 classifications, which may work for some. The right number of classifications for your family depends on your own particular situation. Avoid placing an excess number of items simply under “miscellaneous.”

What time frame should a budget cover? Most families develop an annual budget to plan income and expenses, plus guidelines for monthly spending. Using a set time period will make record keeping an easier habit to develop.

FINANCIAL STATEMENTS can be prepared more easily if accurate monthly records are kept. A monthly summary will help you pinpoint patterns of overspending in certain categories. The items in these categories can then be discussed and adjustments to the budget, or to family spending, can be made.

Controlling Spending

Being in charge of spending involves always knowing how much is being spent and on what items. This is where a good system of record keeping makes the largest impact. There are several methods for keeping track of spending. The methods noted below are a few examples of the most popular.

Receipt Method: All family members save receipts from all purchases. A container for receipts is placed where it is easily accessible to all members, for example, on the refrigerator. Receipts are totaled on a regular basis, typically weekly.

Envelope Method: This is a cash system that allows each family member to see how much money is available in a budget category or each envelope. It requires very little paperwork since expenditures are simply recorded on the envelope. Receipts can also be kept in the envelope. One disadvantage of this system is that it does require keeping larger amounts of cash around the house, which could become a security problem.

Checkbook Method: This is a record-keeping method where each expense is paid by check and recorded immediately, and the balance is kept up to date. Many families choose this type of system. Investigate the many types of checking accounts available to best meet your needs.

Account Method: This is the method preferred by those who choose to keep a detailed daily record. Usually the record keeping task is assigned to one family member, but all family members should understand the system and help keep receipts. This method also assists in keeping accurate records for tax purposes.



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Two distinctly different methods of recording finances are possible:

- Cash basis accounting involves listing earnings and expenditures when money is actually received or paid out.
- Accrual basis accounting requires listing earnings and expenditures when the money is earned and expenditures are incurred, regardless of when the money is actually received or paid.

For example, if you made a charge account purchase and used cash basis accounting you would record the purchase when the card payment was made. If you used accrual basis accounting you would record the purchase at the time of purchase.

You might decide that no single method of keeping track of your family spending works best for your family's situation. Choose the method or combination of methods that's the best fit for your family record keeping and budget needs and will also be easy to use.

Spending Plan Steps

Step 1. Forecast Income

On Chart 1, "Income Forecast," shown on page 17, list all the cash your family expects to receive for the next year and then for the next five years. Multiply income by how often it is received to obtain the yearly or annual income. If the income is from wages or salary, include only take-home pay. If it is from a business, farm or trade, make the best possible estimate. Add other cash income such as interest or dividends from investments, pensions, annuities, veteran's benefits, life insurance proceeds and rents.

Step 2. Set Goals

Estimate how much money will be needed for the goals the family has set and when it will be needed. Use Chart 2, "Goals for the Future," for your long-term goals, and Chart 3, "Money Forecast for Goals," for intermediate and short-term goals (found on page 18). Do not include everyday living expenses because they will be listed on Chart 4 (page 19).

Step 3. Spending Plan

Complete Chart 4, "Spending Plan," using records kept over a period of time, receipts or cancelled checks to make estimates of planned expenses. If income is received weekly, develop a weekly plan for those expenses that occur weekly first and then complete the monthly spending plan. Remember, these estimates are not final. It might be useful to work in pencil so that the plan can be reworked or adjusted as needed.

Step 4. Spending Forecast

To estimate expenses for the year complete Chart 5, "Spending Forecast." Use Charts 3 and 4 to estimate the amount of money needed each month during the year for goals and living expenses. Some expenses such as food and housing may remain the same throughout the year, whereas clothing expenses may be seasonal rather than monthly.

Be sure to include goals for individual family members and for the family as a group. Compare the income forecast on Chart 1 with the total amounts planned and actually spent on Chart 5.

Is the income adequate to provide for the goals and enough to meet everyday living expenses? If not, can income be increased or must some goals be eliminated? If it's the latter, which goals? Rank goals in order of importance to determine which goals to eliminate. If the spending total is greater than income, adjustments can be made in living expenses, but don't readjust by immediately slashing out one classification completely.

Here are a few suggestions:

- Food costs may seem high, but don't cut that category too much or the plan will be impossible to follow. Eating out should be cut before groceries.
- Don't expect to know the spending limits for each category until experimenting with the spending plan for a few months.
- Don't downgrade personal allowances. They may be small and seem insignificant, but they're very important. Savings are a significant part of your spending plan -- either for an emergency fund or for goals. Make deposits to your savings plans before paying any other expenses. Be sure the amounts are reasonable.
- Don't forget to leave room for unexpected expenses -- everyone has them from time to time. Don't get discouraged! Millions of people are forced to juggle their spending so they have enough left to finance the expenses they consider essential or most desirable. As you work this plan, it will become easier to follow and make adjustments.

Step 5. Balance Sheet

Check the family's financial progress by using Chart 6, "Balance Sheet", found on page 23, to determine the family's net worth. Some families find that the best time to complete their balance sheet is at income tax time. To calculate the value of ASSETS, use the amount these assets would sell for in today's market. LIABILITIES, or the amounts owed, are determined by the amount of debt outstanding. The difference between the amount owed and the amount owned is your family's net worth.

Evaluating Your Family Spending

Evaluating your family budget allows you to compare actual amounts with the planned amounts to see where you are in the budgeting process. The more frequently you make such checks, the better the overview of your progress in reaching both long-term and short-term goals. Making necessary adjustments will make your goals more realistic and attainable.

Evaluation is a continual process. No one budget will be the perfect budget. The budgeting process might be referred to as a financial map: you need to determine where you are going (set goals); to plan your route (budget); and to make adjustments along the way (evaluate).

Decision Making

In order for the budget to work well, it must be realistic. This means you must determine realistic estimates for both income and expenses, realizing that there are often conflicting needs and wants within the family, and that external factors can affect your budget. Some of the factors you need to consider when developing your budget are these:



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- Inflation and economic conditions (fluctuations in the consumer price index, interest rates, taxes)
- Personal spending style (rate, patterns of spending, conflict of styles within the family)
- Opportunity cost (the cost of giving up one option for another reflects personal tastes and preferences). Revision of your original estimates is often necessary and can help in identifying your family's priorities.

Suggestions

The following suggestions can help in getting the most for your family's money:

- Develop a family system for handling money which involves everyone's cooperation.
- Be realistic about needs, demands and what the family can afford. Plan and purchase basic essentials first.
- Establish a habit of planning ahead for long and short-term goals. Be prepared to take advantage of special sale prices on planned purchases when they do occur (a savings of 25 percent or more may be realized).
- Become informed about the market situation, availability and prices of products, including seasonal values.
- Practice sound shopping habits and try to get the best buy. Always "buy," never "be sold" items. Make a habit of doing pre-shopping research.
- Use and care for goods to get the maximum service with a minimum of repairs and maintenance costs.
- Use ability, talent and time to perform as many services as possible at home rather than buying these services.
- Use credit wisely and keep credit costs to a minimum.
- Keep accurate records and avoid overpayment of income taxes.
- Don't become addicted to such items as labels, prestige stores, specialty shops and gimmicks. Evaluate quality of product as well as price.
- Take advantage of public parks, libraries and services and use them when advantageous.
- Be alert to fraud and exercise consumer rights and responsibilities in the selection, purchase and use of goods and services. It is estimated that the average consumer loses 5% of their income due to unwise consumer habits.
- Study habits of family members. Identify and eliminate waste such as buying convenience or luxury items or overbuying in quantities. Avoid spending on impulse, misusing goods and discarding useful items. Keep accurate records of how money is used. Periodically, maybe quarterly, evaluate your progress in using money, and make adjustments.

Financial Terms

Assets

Current dollar value of the items you own.

- **Monetary assets**

Cash or items that can be readily converted to cash; used for living expenses, savings and emergencies.

- **Tangible assets**

Physical items primarily used to maintain lifestyle, but could be sold to raise cash. Such things as your car, furniture or equipment. Many people are surprised to find out how little their assets are worth when they try to sell them.

- **Investment assets**

Tangible or intangible items obtained for producing additional income, or held for speculated increase in value.

Balance Sheet

A financial snapshot; an overview of individual/family financial condition at a given time. Also known as a statement of financial position or position statement, it summarizes the assets and liabilities of a business entity at a certain time.

Budget or Spending Plan

Amounts expected to be received or spent within a specific time. Revising such estimates is necessary periodically. When budgeted expenses exceed budgeted income, three alternatives are recommended: earn more income, cut back expenses or a combination of the two.

Cash Flow Calendar

Annual estimated income and expenses for each budget time period are recorded on this sheet to help determine surplus or deficit situations. Effective management of cash flow can include reducing expenses during months with financial deficits, increasing income, using planned savings, using emergency savings, or borrowing.

Comparison Shopping

Using an informed process of comparing products or services to find those that best fit your budget, needs and specifications. consumer price index Published monthly by the U.S. Bureau of Labor Statistics, this index provides a broad measure of the cost of living for consumers. The index represents a statistical average of prices expressed as a percentage of a base period. Basically, it shows whether prices for a particular item, such as food or clothing, have risen or fallen since the last comparison period. A number of specific price indexes are compiled privately.



Expenses

- **fixed expenses** Expenditures usually of the same amount for each budgeted time period, such as rent, carpayments, loan installments, regular savings.
- **variable expenses** Expenditures that can fluctuate due to individual control, such as food, utilities, and furnishings. Some expenses can be listed as both fixed and variable. Variable expenses are the easiest ones to juggle in times of financial difficulty.

Financial Planning

A coordinated series of plans, beginning with goals and objectives that reflect your values, attitudes, lifestyle circumstances, wants and needs. This process helps you to develop and implement financial moves to reach financial objectives.

Financial Skills

The techniques of decision making in personal financial management such as budget preparation, record keeping, savings and investment plan and use of credit.

Financial Statement

A summary of individual or family finances on an annual or other basis.

Financial Tools

Instruments used in making personal financial management decisions, such as budgets and net worth statements.

Goal

An objective that you plan to attain through financial planning and management efforts.

Gross Income

All income from all sources, before taxes and other withholdings.

Liabilities

The dollar value of items for which you owe; total debts.

Life Cycle

Used for description of family or individual status along a continuous sequence of family or individual family development stages. For example, stages in individual development include periods such as adolescence and middle adulthood; stages in family development include periods such as starting out and the empty-nest period.

Needs vs. Wants

- **Needs** are those items necessary for survival, such as food, clothing, shelter and medical services.
- **Wants** are those items beyond the necessary that are desired for improved comfort and satisfaction. These vary according to individual interests, tastes and lifestyles.

Net Income

Income after taxes, the total amount available for individual or family expenses.

Net-Worth Statement

A statement showing the difference between total assets and total liabilities for an individual or a family.

Personal Spending Style

How you spend money, influenced by your values, emotions, attitudes, and other factors resulting from life experiences. Conflict of spending styles may result in disagreement over family finances.

Pre-Shopping Research

Gathering information on products before a final selection is made.

Real Income

Income that is measured in constant prices relative to some base time period.

Spending Plan

A plan for spending and saving family resources to meet identified goals; a budget.



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Chart 1. Income Forecast

For Year _____

Income Source	Income	X Frequency	X Annual Income	Income Expected
Example: John Husband	\$1,200	x 12 (Months	\$12,400	Next Five Years
Name:				
Name:				
Name:				
Child Support:				
Unemployment Insurance:				
AFDC				
Pension / Retirement				
Social Security				
Interest / Dividends				
Rental Property				
Other:				
Totals:				

Family Money Manager

Chart 2. Goals for the Future

Determine and list your long-term five (5) to ten (10) year goals:

LONG-TERM GOALS:	ESTIMATED COST:	DATE TO ACHIEVE:
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Chart 3. Money Forecast for Goals

Determine and list your goals:

INTERMEDIATE GOALS:	ESTIMATED COST:	DATE TO ACHIEVE:
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

SHORT-TERM GOALS:	ESTIMATED COST:	DATE TO ACHIEVE:
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____



Family Money Manager

Name: _____

Chart 4. Family Expense/Spending Plan Worksheet

This worksheet is to be used for developing a trial annual budget before completing your monthly plan for the year. Feel free to add your own expenditures to this list. Make copies of this list and track your expenses for at least three months.

Not nickels, dimes, quarters or dollars - EVERY SINGLE PENNY

Month/Year: _____

Expense	Week 1	Week 2	Week 3	Week 4	Totals
Alcohol/Beer/Wine					
Allowance					
Alterations (Clothes)					
Association Fees					
Bank Fees					
Books/Newspapers/Magazines					
Cable Television					
Candy Bars					
Car Insurance					
Car Maintenance					
Car Payment					
Car Wash					
Charitable Donation					
Cigarettes					
Clothing					
Clubs and Organizations					
Coffee Bars					
Commuting Cost					
Credit Cards					
Dental Bills					
Department Store Charge					
Dining Out					
Disability Insurance					
Disposable Income					
Dry Cleaning					
Education (Books, Tuition, etc.)					
Page 1 Totals:					

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Family Money Manager

Name: _____

Expense	Week 1	Week 2	Week 3	Week 4	Totals
Entertainment					
Fast Food					
Gambling (slots/games/book)					
Gardener					
Gasoline					
Gifts					
Gratuities					
Gym Dues/Fees					
Hair Cuts/Beauty Salon					
Health Insurance Premiums					
Hobbies					
Home Equity Loan					
Home Repairs					
Insurance Co-pays					
Library Dues/Fines					
Life Insurance Premiums					
Lottery					
Manicures/Pedicures					
Medical Bills					
Miscellaneous					
Mortgage/Rent					
Movies					
Parking					
Pay Phone					
Personal Care					
Personal Loans					
Pets					
Pocket Money					
Pool Maintenance					
Recreation					
School/Office Supplies					
Shoe Shines					
Page 2 Totals:					

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CID:	



CLIENT GUIDE TO FINANCIAL FREEDOM

Family Money Manager

Name: _____

Expense	Week 1	Week 2	Week 3	Week 4	Totals
Soft Drinks					
Sports Fees					
Student Loans					
Tanning Salon					
Traffic Tickets					
Utilities:					
Electricity					
Gas					
Water					
Trash					
Sewer					
Telephone (Regular)					
Long Distance					
Cell Phone					
Water (Bottled)					
Yard Maintenance					
Other:					
Other:					
Other:					
Estimated Grand Total:					

The Roadmap to Success

Making a change in personal finances first requires us to assess where we are currently financially. For almost everyone, taking a close look at their spending habits is a difficult task. However, in order to make any adjustments and set goals for where we want to go, we must first audit our spending to pinpoint which changes need to be made in order to take steps in the direction we need to go. As with any new change, the task will become easier each and every day until one day it becomes habit. Integrity Debt Services will be here to continually encourage these changes and provide you with the tools needed to accomplish your goals!

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Chart 5.	January	February	March	April	May	June	July	August	September	October	November	December	12 Month Total	Actual for Year
Projected Income														
MEDICAL														
Recreation														
Contributions														
Life Insurance														
SAVINGS - Emergencies														
Goals														
PERSONAL - General														
Gifts														
Allowance														
Personal Debts														
Miscellaneous														
Other														
Other														
Other														
TOTALS Net Income														
Bonuses														
Interest/Dividends														
Other Income														
TOTAL INCOME														
(LESSTOTAL)EXPENSES														
NET PROFIT (LOSS)														

NOTE: Do not count credit card charges and payments at the same time. Charges become long-term debts payable. We are only concerned here with monthly payments for this analysis

Family Money Manager

Name: _____

Chapter 6. Balance Sheet

Assets (What is Owned)	
Cash: Checking	
Savings	
401K	
Certificates of Deposits	
Home Furnishings	
Insurance Policies	
Investments	
IRA	
Jewelry	
Land	
Loans Receivable	
Owned Automobiles	
Real Estate: Home	
Security Deposits	
Stock Accounts	
Valuable Books	
Valuable Collections	
Valuable Furniture	
Valuable Paintings	
Miscellaneous	
TOTALS:	\$

Liability (What is Owned)	
Alimony	
Auto Loans	
Child Support	
Credit Card Payable:	
Bank Cards	
Department Stores	
Federal Taxes Payable	
IRS Taxes	
Layaways	
Leases	
Markers	
Medical Bills	
Mortgage	
Other Notes Payable	
Payroll Advances or Loans	
School Tuition	
State Taxes Payable	
Student Loans	
Other	
Other	
TOTALS:	\$

TOTAL ASSETS:	
LESS TOTAL LIABILITIES:	
NET WORTH:	

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Fair Debt Collection Practices Act | Your Rights Under the Law

Under the FAIR DEBT COLLECTION PRACTICES ACT

(As amended by Public Law 99-361 – July 9, 1986)

SECTION 805 – COMMUNICATION IN CONNECTION WITH DEBT COLLECTION

- Collectors may only call after 8:00 a.m. and no later than 9:00 p.m. (In your time zone).
- If represented by an attorney or non-profit organization, creditor must contact them not you.
- Collectors may not call a consumer's place of employment.
- Collectors may not communicate account specifics with any person other than the consumer himself (unless authorized by the consumer or cosigner to do so). This includes all family members.

SECTION 806 – HARASSMENT OR ABUSE

- Collectors may not use threat of violence or other criminal means.
- Collectors may not use profanity.
- Collectors may not continuously call, annoy, abuse or harass consumer.

SECTION 807 – FALSE OR MISLEADING REPRESENTATIONS

- Collectors may not use any false or deceptive or misleading representations.
- Collectors may not threaten to take any action that cannot legally be taken.
- Collectors may not give or threaten to give out false credit information.
- Collectors may not distribute any falsely written communication simulating any document authorized, issued or approved by any court, official or agency of the United States or any states.
- Collectors may not use any name other than the true name of the collector's business, company or organization.
- Collectors may not falsely imply that they are employed by a consumer-reporting agency.

SECTION 808 – UNFAIR PRACTICES

- Collectors may not use unfair or unconscionable means to collect or attempt to collect any debt.
- Collectors cannot accept a check or other payment form from the consumer that is postdated by more than 5 days.
- Collectors may not solicit any postdated check for the purpose of threatening or instituting criminal prosecution.
- Collectors may not deposit or threaten to deposit any postdated check prior to the date on the check.
- Collectors may not cause charges to be made to the consumer for price of communication.
- Collectors may not take or threaten to take non-judicial action to effect dispossession or disablement of property.
- Collectors may not communicate with a consumer by post card.
- Collectors may not use any language or symbol other than the collector's address and name on any mail sent to the consumer.

SECTION 809 – VALIDATION OF DEBTS

- Collectors must notify the consumer in writing within five (5) days, validating their debt.

SECTION 810 – MULTIPLE DEBTS

- If a consumer owes multiple debts to one creditor and makes a payment to the collector for one specific debt, the collector may only apply payment to that specific debt only.

Disclaimer: Integrity Debt Services does not provide legal, tax or investment advice. If you need legal advice, legal expertise or court filings, you must seek the advice of a licensed attorney. Individual results may vary.



CLIENT GUIDE TO FINANCIAL FREEDOM

Creditor Call Journal

Integrity Debt Services' Contract Analysis Department faxes a "Creditor Engagement Notice", along with your signed "Limited Power of Attorney" to your creditors after your first initial down payment is paid to Integrity Debt Services. It often takes 60-90 days in order for the "Creditor Engagement Notice" to reach the proper person or department needed in order to update the creditors systems to inform them you are now enrolled into our program. Please be patient, as the creditors are sometimes slow to respond. If you do receive a phone call, at this time, we suggest you remember Rule Number 1 - **LET INTEGRITY DEBT SERVICES DO THE TALKING FOR YOU**. Please log the conversation using the journal below and contact the Client Services Department should any creditor contact you repeatedly. Remember to be patient with the process and focus on the end result of your program...**GETTING ON THE PATH TO FINANCIAL FREEDOM!!**

Should you decide to not change your phone to an unlisted number, the following script can be used to briefly inform your creditors you have engaged the services of Integrity Debt Services as your debt management company:

Creditor Calls

Sir/Ms, thank you for calling, however I have turned all of this over to a debt-resolution company, Integrity Debt Services. They have my "Power of Attorney" and they now speak for me. **I CANNOT TALK TO YOU**. Integrity Debt Services will be in touch. I've sent your company a **DO NOT CALL** request, so please **DO NOT** call me again. Thank you very much.

The <click> is you politely hanging up the phone. As mentioned previously, [there is no law in any state that requires you to talk to anyone](#); especially an abusive collector who is intentionally trying to upset you. Remember, you can also give your creditors the Integrity Debt Services Creditor Hotline telephone number and allow us to do the talking for you.

Integrity Debt Services: (305)-748-6007

Creditor Name	Contact Name	Phone Number	Date / Time Called
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



CLIENT GUIDE TO FINANCIAL FREEDOM

“Courtesy Engagement Notification”

Debtor Representation

RE: **Your Name**

ACCOUNT NO: **0000-0000-0000-0000**

To Whom it May Concern,

This letter is to inform you that **Integrity Debt Services** has been appointed as the negotiating and debt-settlement agent for the above mentioned client. As a result of circumstances beyond our client’s control, which have curtailed their ability to meet their normal payment schedules, our client has been forced to engage Integrity Debt Services for the sole purpose of debt-management assistance. The client has acknowledged the need for financial help and has engaged the services of Integrity Debt Services to deal with ALL of their creditors and not just one individual account. The number of credit accounts the client holds has become entirely overwhelming and the resolutions each different creditor wants simply does not fit within the realm of the client’s finances.

Integrity Debt Services has recommended a strict economic budget and savings plan to our client to settle all of their outstanding unsecured debt. This has been recommended to accomplish this as timely as possible. Since our client has multiple creditors enrolled in our program, Integrity Debt Services, as the agent with “Limited Power of Attorney,” will contact your office with a proposal for debt settlement as money becomes available. Please be advised, should our client’s financial situation improve at any point within our program, Integrity Debt Services will notify your office for a settlement proposal, ahead of the recommended schedule.

Integrity Debt Services will continue to maintain an open line of communication between our offices to ensure the client’s willingness to make restitution to the best of their ability. **We simply ask, out of professional courtesy, that you please be patient as you WILL receive a settlement proposal as soon as money becomes available.** For your records, we have attached a “Limited Power Of Attorney” signed by our client. Please update your records to record our Power of Attorney and to expedite communications between our offices. Thank you very much for your cooperation in this matter and we look forward to contacting you to resolve this account as soon as possible. **Should you have any questions or concerns regarding this account, please redirect your calls to our offices at 877.658.1534 and we will be happy to discuss any details of our program or other information that will assist you in your decision-making process.**

Sincerely,
Integrity Debt Management Settlement Department

**** PLEASE NOTE:** At the account holder’s request, if the above-stated account has not been closed already, we ask that you please close account **0000-0000-0000-0000**, and notify in writing the above-mentioned client and all credit-reporting agencies to which you report, that the account has been closed at the account-holder’s request. **Thank you in advance for your courtesy and professional cooperation in dealing with this matter**



CLIENT GUIDE TO FINANCIAL FREEDOM

Client Referral Page | Your Path to Financial Freedom

Integrity Debt Services offers a unique referral program to tell others who may be in need of our valuable services. By helping to spread the word of IDS' commitment to providing Americans coast-to-coast with tools to regain financial control, Integrity Debt Services will offer you a referral bonus when you enroll.

The requirements are as follows:

\$10,000—\$99,999 worth of enrolled debt earns you a **\$250 referral bonus.**

\$100,000+ worth of enrolled debt earns you a **\$500 referral bonus.**

Print

Your Name: _____

Your Address: _____

City: _____ State: _____ Zip: _____

Print

Referral Name: _____

Referral Address: _____

City: _____ State: _____ Zip: _____

Referral Phone Number: (_____) _____

Your IDS' Credit Specialist: _____

Integrity Debt Services, LLC.

1001 W. Indiantown Rd.
Suite 105
Jupiter, FL 33458
"Your Path to Financial Freedom"



Follow the Path to Financial Freedom

1001 W. Indiantown Rd.

Suite 105

Jupiter, Florida 33458

Phone: 305-748-6007

Toll Free: 877-658-1534

Fax: 561-207-7537

Hours of Operation

Monday Thru Friday

9:00 AM - 6:00 PM