PRODUCT-AGNOSTIC ADVISOR TEMPLATE

Financial Advisor Retirement-Tax Software Evaluation Scorecard

A neutral 27-item review aid for comparing software scope, workflow, data handling, professional-review boundaries, and commercial terms.

Reviewer	Product or vendor	Review date

How to use this scorecard

Mark criteria that are clearly supported by current documentation or a representative demonstration. Leave uncertain items open and record questions in the firm's approved system. Do not add the checks into a total score; fit depends on the job, professional responsibilities, and firm requirements.

01 Workflow and primary job

- ☐ The software states its primary job in plain language: discovery, projection, preparation, filing, or another defined function.
- ☐ The intended meeting stage and user workflow are clear before an advisor enters information.
- ☐ The product preserves advisor judgment instead of presenting software output as an automatic decision.

02 Inputs and supported tax year

- ☐ Supported tax years, update dates, source packages, and known limitations are visible.
- ☐ Required inputs are proportionate to the product's stated job and the meeting stage.
- ☐ Manual entry, document upload, extraction, and assumption handling are described accurately.

03 Calculation, projection, and preparation boundaries

- ☐ The product distinguishes preliminary screening from tax calculation, projection, preparation, and filing.
- ☐ Any exact calculations or scenario models identify their assumptions, time horizon, and supported scope.
- ☐ Unsupported forms, jurisdictions, transactions, or planning questions are disclosed rather than implied.

CRITERIA 04-06

Outputs, data handling, and supervision

Check only what current documentation or a representative demonstration supports.

04
Output explainability and professional review

- ☐ An advisor can understand what each output is intended to indicate without treating it as a conclusion.
- ☐ Missing, incomplete, unusual, or outdated information is identified as a reason for further review.
- ☐ The product states when tax, legal, accounting, investment, insurance, or other professional review is expected.

05
Privacy, security, and data retention

- ☐ Documentation explains where client information is processed, transmitted, stored, and exported.
- ☐ Authentication, security safeguards, service-provider roles, and material limitations can be reviewed.
- ☐ Retention, deletion, browser storage, backups, and user-controlled exports are described without ambiguity.

06
Supervision and recordkeeping

- ☐ Supervisory materials, disclosures, methodology, and material product changes are available for firm review.
- ☐ The product separates its own data handling from the advisor's and firm's books-and-records responsibilities.
- ☐ Client-facing reports and communications can be reviewed under the firm's approval and supervision process.

CRITERIA 07-09

Implementation, commercial terms, and evidence

Check only what current documentation or a representative demonstration supports.

07

Implementation and support

- ☐ Setup guidance, training, support channels, and user responsibilities are clear.
- ☐ Tax-year updates, material feature changes, service interruptions, and support limitations have a defined communication path.
- ☐ The software identifies where its role ends and professional analysis, recommendation, filing, or implementation begins.

08

Pricing, contract, and refund terms

- ☐ Price, billing interval, renewal, cancellation, and payment-processing terms are visible before purchase.
- ☐ License scope, named-user limits, credential-sharing restrictions, and additional-user requirements are clear.
- ☐ Refund, guarantee, trial, termination, and access-ending terms are provided in writing.

09

Evidence and red flags

- ☐ Material product claims can be checked against current documentation, methodology, disclosures, or a representative demonstration.
- ☐ Guarantees, selective outcomes, testimonials, credentials, or savings claims are not used as substitutes for product evidence.
- ☐ Vague scope, hidden assumptions, unsupported certainty, unclear data handling, or pressure to skip professional review are treated as red flags.

DECISION SUMMARY

Choose the next level of work, not a numeric winner.

PATH 1

Fit for preliminary discovery

Use this path when the immediate job is to organize available facts, identify questions, and create an explainable follow-up agenda without calculating or implementing a strategy.

PATH 2

Requires full projection

Use a deeper planning process when the decision depends on exact calculations, multi-year comparisons, modeled assumptions, transaction timing, or scenario-specific consequences.

PATH 3

Requires tax preparation or professional engagement

Stop the software comparison and involve the appropriate professional when the work requires filing, amendment, legal interpretation, tax elections, suitability, recommendations, or implementation.

Limitation

This scorecard is educational and intended for financial professionals. It does not endorse or rank a vendor, establish suitability, verify a provider's claims, or replace tax, legal, accounting, investment, insurance, security, supervisory, procurement, or professional review. No product, including RetireTax Scan Pro, should be assumed to satisfy every criterion without current verification.

REVIEW PATHS

Continue with the canonical HTML resource

This PDF is not represented as a tagged accessible document. The canonical HTML page is the accessible alternative and retains the browser-local checklist and print experience.

https://retiretaxscanpro.com/resources/retirement-tax-planning-software-for-financial-advisors

Tax software scope comparison	Methodology and supported tax year
Compliance review materials	Security and data handling
Privacy policy	Product demonstration

PRIMARY REFERENCES ON THE HTML OWNER

FINRA Rule 2210: Communications with the Public

SEC Investment Adviser Marketing guidance

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