



Company Service Profile

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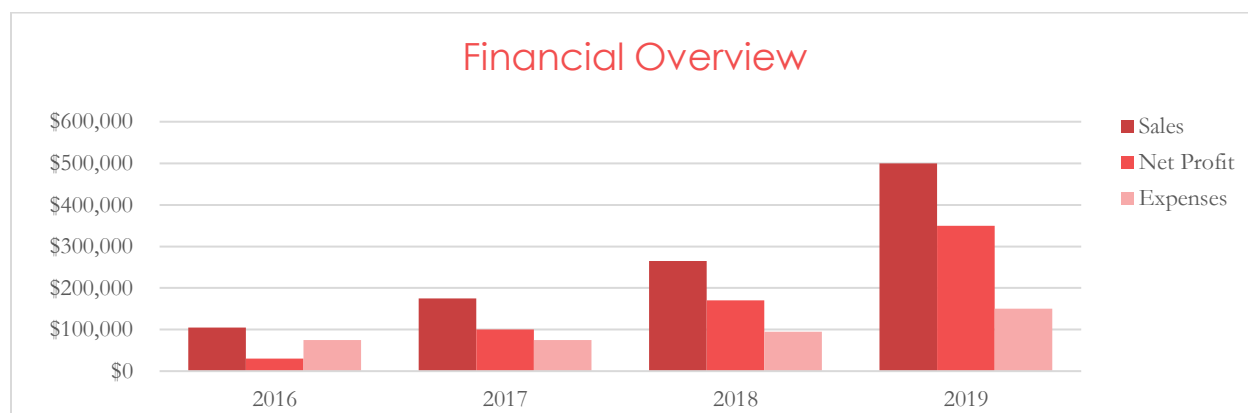
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Executive Summary

DVBE Insurance & Financial Services LLC is the DBA name for Namazi, David Reza a full-service insurance brokerage and risk management consulting firm. Founded in September 2009 the practice currently serves just over 300 cliental ranging from individuals and families to small business owners and county government. The firm is currently directly appointed with all major commercial, life and health insurance companies in the state of California and has five full time staff people. The firm's principal David Namazi is an expert in the insurance marketplace and is also a Certified Insurance Agent with Covered California. Combine that with the firm's ability to do tax preparation and understand complex financial & special needs planning the experience and the combined knowledge base is hard to match in the industry. David Namazi is also a certified Medicare Broker and can help with retirement and transition planning from both an insurance & financial perspective. (<http://www.dvbefinancialservices.com>)(www.dvberiskmanagement.com)

Highlights

The firms overall financial viability has seen significant growth and profitability sense its inception in 2009. With the new additions of staff and the expansion of product and service offerings retained earnings for 2018 are set to pass the \$500,000 mark for the first time in the firm's history. The firm's validity financially makes it easy to serve our clients!



Mission Statement

DVBE Insurance & Financial Services LLC is a firm that is an expert in the small business marketplace and has helped over 300 small to medium size companies be successful. Our firms principal David Namazi is an expert in every facet of small business and has been a leader in the veteran community for many years. David currently sits on the National Board of Directors for the US Veteran Business Alliance and is a mentor to veteran development across CA. David's personal passion for service to his fellow veterans and the small business community is unmatched in the state of California. Combine that with this firm's ability to perform every facet of what a company needs from start up to succession you have a company that truly makes a difference in the spirit of entrepreneurial growth. Throughout this profile, you will find the various certifications but more importantly the overall capacity we must make sure that success is empowered in those we serve. The entrepreneurial spirit at its core is finding and following your passion, and we have found ours in bringing success to those we serve daily! (<http://www.dvbefinancialservices.com>)

Company Service Profile

Our firm provides total financial needs analysis and small business services through a network of experienced professionals with expertise in:

- Workers Comp & Employer Liability
- Retirement analysis and programs
- Estate strategies/Trust Services
- Employee benefit and retention services
- Business continuation strategies
- Agent of Service Secretary of State
- Credit Repair/ID Theft Reporting
- Health Insurance Brokerage
- Professional Tax Preparation & Bookkeeping
- HR Consulting Services/CAL OSHA Administration
- Professional Consulting Services

Licensing & Certifications

- Certified Insurance Agent - 0G63145
- Life & Health License - CA0G63145 - NY 1464049
- Property & Casualty License - 0G63145
- DVBE, SDVOSB, S.B, ID # 1763156
- Tax professional – PTIN: P01779853
- AHIP Certification - 0G63145
- Notary Public Commission 05/01/2015
- Third Party Administrator Certificate #OL45860

Company Ownership/Legal Entity

Sole Proprietorship & LLC – Namazi, David Reza is the owner and primary point of contact at the firm.

Location - Hours of Operation

4843 Arlington Ave, Riverside CA 92504 (9am-7pm M-F)

Products and Services

Life Insurance – Disability Insurance – LTC Insurance – Annuities Fixed & Deferred – Mutual Funds – IRA & 401K Plans – Business Planning –Special Needs Planning – Financial Planning – Budget & Credit Planning – Health Insurance – Group Benefits – Consulting & Tax Service – Non-Profit Management – SHOP & Covered CA – Small Business Advisory Services – Comprehensive Financial Services – Trust & Estate Management – Planned Giving – Professional Tax Preparation – Book Keeping Services – HR & Employee Benefit Management – Medicare & Medicaid Planning – Dental & Vision Insurance – AD&D Insurance – Insurance Consulting Services – Non-Profit Planning & Consulting – ID Theft Restoration – Workers Compensation Insurance – General Liability Insurance - GVT Contracting - OSHA

Suppliers

Ohio National – CardConnect - Principal Financial Group – VOYA Financial Group – Unimerica Insurance Company- Health Net – Blue Shield – Anthem Blue Cross – Kaiser Permanente – Molina Health Care – Covered CA & SHOP – Aetna – United Healthcare – American Memorial - FMC Financial Group (GA) – Ash Brokerage Corporation (GA) – Capstone Partners (GA) – Credit Karma – Annual Credit Report – CRC Insurance Brokerage – State Fund – National Notary – Secretary of State – California Choice – Choice Central – Word & Brown (GA) Medic First Aide - OSHA

Scope of Services

Health Insurance Brokerage & Consulting

DVBE Insurance & Financial Services provides a complete understanding of your agency's insurance brokerage and consultant needs that include and are not limited to the following.

- **Group Employee Benefits** - Develop short- and long-range employee benefit goals and strategies.
- Partner with the Human Resources and Benefits team in the administration of all group insurance plans including responding to questions from and providing information to staff and providing other benefits-related advisory services throughout the plan year.
- Review and analyze claims experience, claim service, and claim administration to ensure maximum benefits.
- Determine and recommend the most cost-efficient funding methods for benefit programs.
- Prepare bid specifications and solicit proposals, as needed, from insurance markets that specialize in group insurance plans.
- Evaluate bids and bidders, including administration, coverage, claim payment procedures, customer service, networks, reserve establishment policies and financial solvency.
- Provide your agency with in-depth analysis of proposed alternatives and assist with the process of selecting the most favorable annual renewal options.
- Apprise your agency of local and national benefit trends and provide benchmark survey data to help calibrate program offerings with employee and employer costs compared to similar organizations.
- Meet with and provide reports and presentations to various board and or decision making representatives, including Senior Executives if requested.
- Assist with the implementation and communication of new programs or changes to existing programs, which may include attending and presenting information at Open Enrollment meetings when requested.
- Work closely with the benefits team to develop and execute the benefits communication strategy.
- Partner with General Agencies and insurance companies to effectively performance manage the vendors that provide insurance or related services.
- Act as advisor on issues such as discrimination testing, **5500 filing, Section 125, COBRA, HIPAA, Medicare, FMLA**, etc. Provide overall guidance in regard to Health and Welfare regulatory compliance.
- Research and report any new developments in the employee benefits arena on an ongoing basis and implement any needed changes as a result.
- Recommend innovative ideas and new products, programs and services to ensure a competitive, valued and cost-effective benefits program.
- Introduce proven programs and ideas to aggressively manage healthcare costs.
- Introduce proven programs and ideas to enhance corporate culture and improve employee productivity and morale.
- Educate and offer council on Healthcare Reform, specifically PPACA, Affordable Care Act and SHOP changes in California in regards the key strategic decisions that may be needed as the law continues to adapt.
- **Individual Marketplace** - Manage enrollments within Covered CA and in the private marketplace through tax credit and incentive planning.
- **Medicare Brokerage** - Current and active broker for Medicare Advantage Plans, also known as Medicare Part C, are combination plans managed by private insurance companies approved by Medicare. They typically are a combination of Part A, Part B and Part D coverage, and must cover medically necessary services.

Commercial Insurance Brokerage (CRC Brokerage)

We are a fully accredited agency in the CRC system who writes Liability insurance also known as Commercial insurance protects you in the event you are sued for claims that come within the coverage of your liability insurance policy. If you are a small business owner, there are many reasons why you should learn more about what commercial insurance means to you. We can help you evaluate options and find the policy best suited for your business needs.

General liability insurance also known as Commercial General Liability (CGL) protects your business from another person or business's claims of bodily injury, associated medical costs and damage to property. Some examples of what could be covered are below:

- Bodily injury: A client falls over your bag and you are legally liable for the injury. We will cover the subsequent claim and related medical expenses up to your General Liability policy's limits of liability.
- Property damage and data loss: You spill coffee on a client's server causing damage and loss of data. We will cover the subsequent claim up to your General Liability policy's limits of liability.
- Personal injury: One of your employees is at lunch. He talks to the owner of the shop about one of your clients in a false and unflattering way. The client learns of this discussion and sues for slander. We will cover the subsequent claim, up to your General Liability policy's limits of liability, and pay for an attorney to defend you if necessary.

Professional liability insurance, sometimes called errors and omissions insurance (E&O insurance) is coverage for another person's claims against businesses that provide professional and personal services. Some examples of what could be covered are below:

Business Owners Policy (BOP) is a combination of general liability and business property insurance. BOP insurance is often used to provide balanced coverage for small businesses who also want to protect their own business equipment.

Document Preparation Services

Assistance in drafting the following estate planning & legal documents. [\(Self-Directed & NO Legal Counsel Given\)](#): ***FEE \$150 - \$1,500 Depending on Complexity:***

- Last Will & Testament (Will)
- Trusts (all types)
- Powers of Attorney
- Health Care Directives
- Premarital Agreements
- Independent Contractor Agreement
- Roommate Agreements
- Lease & Rental Property Rights
- Letters of Intent – Special Needs Planning
- Guardianship & Limited Conservatorship

Certified Notary Public

A Notary Public is an official of integrity appointed by state government —typically by the secretary of state — to serve the public as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents. These official acts are called notarizations, or notarial acts. Notaries are publicly commissioned as “ministerial” officials, meaning that they are expected to follow written rules without the exercise of significant personal discretion, as would otherwise be the case with a “judicial” official and we preform the actins listed below!

Acknowledgment: A notarial act in which a Notary positively identifies a willing document signer who personally appears before the Notary.

Affirmation: A spoken; solemn promise made on personal honor to tell the truth.

Jurat: A notarial act in which a person signs a document in the presence of a Notary and then swears or affirms to the Notary that the contents of the document are true.

Oath: A spoken, solemn promise to a deity to tell the truth.

Registered Agent of Service: Abel to help with the legal formation of all corporations in the state of CA and act as the liaison with the state, IRS and any legal issue the business may incur.

Special Needs Planning

Our holistic approach to special needs planning involves a disabled person’s network of advisors in the development of a life care plan that can help the disabled person maintain the lifestyle that he or she needs. A Life Care Plan is a coordinated program of future care planning, financial, and legal strategies for people with disabilities and their families. Developing a life care plan is not something you should expect to accomplish in a few visits with your advisors. A Life Care Plan continually changes throughout an individual’s lifetime. These are the primary steps that should be considered and will help you develop an agenda to help keep you on track as you consider what’s right for your situation.

Special Needs Planning Stages

- **Address Primary Issues.** In other words, it’s a look at what is currently happening in your loved one’s life.
- **Create a Life Care Plan Vision.** Let us help you and your advisors as you define your dreams, goals and wishes for the future care of your loved one. We can provide protection strategies to help ensure the quality of life is retained.
- **Choose Guardian(s) & Conservator(s).** It is important to identify a Guardian, who can step in to continue caring for the person with the disability in the event you are no longer around. A Trustee can be a different person or a corporate entity who can manage the trust, prepare the tax reports and perform other duties.
- **Identify Financial Resources;** What assets are available today? Or, where will the money come from?
- **Determine Life Care Plan Costs.** How much will it cost to address my primary issues?
- **Prepare Letter of Intent.** Document the current situation of your loved one and update it periodically.
- **Prepare Will(s).** Work with an attorney to ensure that your desires are carried out whether you are here or not.
- **Special Needs Trust** drafting if applicable.
- **Family Meeting** to make sure that everyone is informed and involved (if applicable).
- **Review your Life Care Plan Annually.** This is to ensure that your plan is always up-to-date with potential changes in benefits, trustees, family members, insurance and other **Life Care** plan components.

Personal & Business Financial Planning

Personal Solutions - We offer a wide variety of products and services to help you solve today's personal and business financial problems and to prepare for the future.

Financial Resource Services

- Life & Disability Income Insurance Needs
- Retirement Income Needs
- Budgeting and Cash Flow Study

Retirement Products & Services

- Individual Retirement Accounts (IRAs)
- Retirement Needs Review
- Long Term Care Insurance

Tuition Funding Programs

- College Costs Analysis

Estate Planning

- Estate Preservation
- Tax Reduction Strategies
- Charitable Giving

Business Solutions

- Funding Option Analysis
- Buy - Sell Strategies
- Family Business Succession Planning
- Key Person Insurance
- Business Continuation Planning

Executive Fringe Benefits

- Executive Bonus Plans
- Split Dollar Insurance
- Deferred Compensation Funding
- Salary Continuation Plans
- Non-Qualified Executive Fringe Benefits

Employee Benefit Program

- Life and Disability Income Insurance
- Pension, Profit Sharing and 401(k) Plans
- Payroll Deduction Plans
- SIMPLE IRAs
- Non-Qualified Retirement Programs

Bookkeeping & Payroll Administration

FEE \$150 - \$1,500 Depending on Complexity:

Primary Responsibilities

- Compute taxes owed by following tax code.
- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Help taxpayers by using their federal, state and local codes and see to it that clients receive the maximum benefit permitted under the law of government.
- Uncover potential deductions and credits.
- Advise against potential tax liabilities.
- Ensure clients do not pay unnecessary taxes.
- Review financial records such as income statements and documentation of expenditures.
- Interview clients to get a thorough picture of financial situation.
- Verify totals on past forms for accuracy.
- Calculate and invoice for form preparation fees.
- Consult tax law handbooks for especially difficult tax returns.
- Resolve customer complaints.
- Recommend additional products and services.
- Prepare tax returns using electronic filing software.
- Ensure a copy of the completed return is provided to the customer.
- Manage bookkeeping on a monthly basis and bank reconciliations.

Tax Preparation Services

Our firm works to identify potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner. Completes tax forms in accordance with policies and in compliance with legislation and regulations. The firm specializes in understanding ACA tax credit planning in correlation with our certification as a **Certified Insurance Agent** with covered CA. **FEE - \$150 - \$250 Based on Filing Type**

Primary Responsibilities

- Compute taxes owed by following tax code.
- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Help taxpayers by using their federal, state and local codes and see to it that clients receive the maximum benefit permitted under the law of government.
- Uncover potential deductions and credits.
- Advise against potential tax liabilities.
- Ensure clients do not pay unnecessary taxes.
- Review financial records such as income statements and documentation of expenditures.
- Interview clients to get a thorough picture of financial situation.
- Verify totals on past forms for accuracy.
- Calculate and invoice for form preparation fees.
- Consult tax law handbooks for especially difficult tax returns.
- Resolve customer complaints.
- Recommend additional products and services.
- Prepare tax returns using electronic filing software.
- Ensure a copy of the completed return is provided to the customer.
- Complete filings form 1120, 1120S, 990, 1041, 941, DE9-C.

Non-Profit Planning & SBA Consulting Services

Non-Profits and small business's often can go through growing pains and run into road blocks when it comes to knowing what it takes to successfully run and grow a Non-Profit. Essentially what we do is act as a guide to develop business planning and development through strategic planning. Our firm principal David Namazi has over 7 years of service on various boards and commissions and has helped raise millions for local and national charities over the years. ***FEE - \$500 - \$1,500 Monthly Service Charge.***

- **Hosted Strategic Planning** – Hold a planning session with the Non-Profit board and staff to start an organized brain storm on how best to grow the organization from those working in it!
- **Board Administration and Support** – Support the agency in development of the Board of Directors by helping them recruit the right candidate's. Help with establishment of Bi-Laws and internal controls specific to the Board of Directors roles and responsibilities. Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive.
- **Financial, Tax, Risk and Facilities Management** -- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- **Human Resource Management** -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- **Community and Public Relations** – Help the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- **Fundraising (nonprofit-specific)** -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- **Business Planning** & fund development through planned giving and donor management.
- **One to One Business Development Coaching** hands on coaching and development to walk the company through growth stages allowing for direct access to the firms principal David Namazi and MBA and renowned expert who sits on the National Small Business Leadership Council

Government Benefit & Credit Planning

This is a fee for services model established to help families with disabilities and help in allying for the following areas! ***FEE \$150 - \$1,500 Depending on Complexity:***

Benefits Help Available

- SSI & SSDI - Application & Appeals
- IHSS - Application & Appeals
- Regional Centers - Application & Appeals
- IEP – IPP Review & Advocacy
- Advocacy Representation Directly
- VA Compensation – Application & Appeals
- Credit Repair & ID Theft Restoration

HR Consulting Services/Admin

Human Resource Management

HR outsourcing has been proved to be more economical than managing it in-house. DVBE Insurance & Financial Services has experts in all the relevant fields who can handle every aspect of the HR management of your firm. The HR management services offered broadly include: **FEE - \$500-\$750 Monthly Service Charge.**

- Payroll and tax administration
- Employee benefits administration
- Workers' compensation administration
- Human resources administration & Training
- Risk management & Safety
- Regulatory and government compliance
- Recruitment and selection
- Employer liability management
- Immigration Compliance
- Sexual Harassment Courses

Employee Benefit Administration

Our comprehensive employee benefits plan includes:

- Employee health benefits & insurance plans (PPOs, HSAs)
- Life Insurance - Group & Executive Compensation (162 Bonus Plan)
- Employee assistance including work/life program
- Personal accident insurance
- Long term and short-term disability
- Flexible spending account plan
- Individual coverage
- Prescription drug plans
- Educational assistance
- Individual retirement accounts and retirement services

Agent of Service – Incorporation Filings

California Registered Agent Service

An agent of service of process or "registered agent" is required for all California corporations, LLCs, limited partnerships, and limited liability partnerships; and for foreign corporations, LLCs, and LPs registered to transact business in California. The registered agent is the person designated by the entity to receive service of process - that is, to receive the summons and complaint (notice to the defendant of a lawsuit) - when served by the plaintiff(s) or their process server in order to notify a corporation or LLC that a lawsuit has been initiated against it. Because corporations and LLCs are legal entities, they can sue and be sued, but natural persons must act on their behalf when prosecuting or defending a lawsuit.

Many owners of small California corporations and California LLCs designate themselves as their company's registered agent. Doing so is perfectly acceptable, but those serving should be aware that the name and street address of the agent for service of process is a public record, open to all (as is the corporation's principal office address). One can also designate a friend or business associate to serve, but that person must agree to serve as the California registered agent, must reside in California, and should not overly concern about their privacy (i.e., not in the public eye, and without a history with stalkers or similar unwanted personal attention). The registered agent selected should also be diligent and reliable, as the failure to notify the corporation's officers - or the LLC's members or managers - of the fact that process has been served on the corporation or LLC, may result in a default judgment being entered against the entity or other adverse legal consequences.

Third Party Administration

While providing services and managing retirement plan assets can present a largely untapped opportunity for advisors, many RIAs aren't sure where to start. Expanding your business into retirement planning can help you diversify your revenue stream, maintain steady income with the potential for growth, experience less impact from market fluctuations, gain greater access to decision makers and centers of influence, and deepen existing client relationships. We can also help you to connect with independent recordkeepers, as well as Fidelity's Workplace Investing team to provide additional support options for you to consider when you work with retirement plans and their plan sponsors.

To help make your role easier to manage, we offer retirement products available to small business owners and their employees — all in one place. Fidelity's Small Business Retirement Plan Program provides you with products, tools, and education to help you identify and service the company sponsored plans that you and your small business clients determine is most appropriate. Offering your clients ways to save for their own retirement — and provide benefits to their employees — can help you grow your business.

Whether you simply offer recordkeeping services — or provide a full array of services, including advice — you can take advantage of our proven retirement leadership and expertise. Utilizing the Retirement Plan Growth Strategies Program, we can help you attract new plan sponsors, potentially increase assets under management, and improve operational efficiency to achieve your firm's growth objectives.

OHSA Safety Training and Administration

Classroom Training & Hands on Training (Quoting Required for Cost)

1. Fall Protection with competent person and user
2. Excavation and trenching with competent person and user.
3. CPR First Aide & AED – Automatic Electronic Deliberator
4. Traffic Control and Flagger Training (CAMUTCD) California Manual Uniform Traffic Control Devices.
5. Confined Space Operations and Rescue
6. Respiratory Protection
7. HAZMAT Refresher Training
8. Other Specialized Training Classes (Supervisor Safety Training)
9. OSHA 10 & 30 General Industry Construction
10. Defensive Driving Class
11. Scissor Lift and Forklift Training
12. Firearm Safety Training