INTEGRITY
— ADVISORY GROUP —
INTEGRITY. INSIGHT. IMPACT.

FOR TRUSTED ADVISORS

Referral Partner Guide

For CPAs, attorneys, HR professionals, bankers and other trusted advisors: how a referral partnership with Integrity Advisory Group works.

ABOUT THIS RESOURCE

Your clients trust you with their most important matters. When they face suspected fraud, a workplace complaint, a control breakdown or a dispute, they need help that is independent, careful and respectful of the relationship they already have with you. This guide explains how a referral partnership with Integrity Advisory Group works.

INSIDE

- Why partner with IAG and who refers to us
- Client situations mapped to our five services
- How to refer in under two minutes and our 5-step process
- Professional standards, confidentiality, a checklist and FAQ
- Where to find guides for your profession

WHO IT IS FOR

CPAs, attorneys, HR professionals, bankers and financial advisors, insurance and benefits brokers, and nonprofit and church leaders.

SECTION 1

Why Partner with IAG

A referral should strengthen your client relationship, not put it at risk. IAG is built to be an independent, specialized resource you can rely on.

We respect your relationship

You remain your client's trusted advisor. Our role is limited to the scope agreed in writing with the client.

We keep you informed

With the client's authorization, we update you at key points so you are not surprised.

Clear boundaries

IAG does not offer bookkeeping, payroll or tax preparation services. We focus on five specialized service lines.

Specialized depth in one firm

Forensic, HR, investigative, mediation, arbitration and training expertise in one independent firm.

SECTION 2

Client Situations That Signal a Referral

Use this map to connect common client situations with the right IAG service.

If your client is facing…	Consider
Unexplained losses, suspected theft or embezzlement, questionable transactions, or a dispute that turns on the numbers	**Forensic Accounting & Investigations**
A harassment, discrimination or retaliation complaint; misconduct allegations; or a need for ongoing HR guidance, policy or handbook review	**HR Investigations & HR Advisory**
Conflict between partners, co-workers, board members or ministry leaders that needs a neutral mediator or arbitrator, or relationships that need repair after an investigation	**Mediation, Arbitration & Conflict Resolution**
Audit findings that have not been fixed, weak segregation of duties, growth that has outpaced controls, or new compliance obligations	**Internal Controls, Risk & Compliance**
Leadership gaps, recurring conduct issues, required compliance training, or a board that needs governance support	**Training & Leadership Development**

SECTION 3

Who Refers to IAG

CPAs & accounting firms

Unreconciled records, suspected theft, repeated control findings and workplace concerns raised during client work.

Attorneys

Financial analysis for disputes, independent workplace fact-finding, and neutral mediation or arbitration.

HR professionals

HR consultants, PEOs, fractional HR, and benefits and insurance brokers who need an independent investigator or HR support in Illinois and California.

Bankers & financial advisors

Business, nonprofit and church clients showing signs of fraud or weak controls.

Nonprofit & church leaders

Boards, pastors and executives who need an objective review, an investigation or help resolving conflict.

Other trusted advisors

Consultants, coaches and community leaders who hear about problems first.

SECTION 4

Guides for Specific Partners

IAG publishes guides tailored to the situations each profession sees most often. Request any of them at integrityadvisorygroup.org.

Guide	Written for	Focus
CPA Partner Guide	CPA and accounting firms	Forensic accounting, control red flags, compliance risks, workplace investigations
Attorney Partner Guide	Litigators, employment, family, business and nonprofit counsel	Litigation support, independent fact-finding, neutral mediation and arbitration
HR Professional Partner Guide	HR consultants, PEOs, fractional HR, benefits and insurance brokers	Independent investigations, HR retainer and compliance audits, training
Banker & Financial Advisor Partner Guide	Bankers, credit unions, wealth and financial advisors	Fraud and weak-control warning signs, control reviews, fraud risk assessments

SECTION 5

What You Can Refer: Five Services

Forensic Accounting & Investigations

- Fraud & misconduct investigations
- Unexplained losses
- Litigation support

HR Investigations & HR Advisory

- Workplace investigations
- HR advisory & HR retainer
- Policy & handbook review

Mediation, Arbitration & Conflict Resolution

- Workplace disputes
- Board & ministry disputes
- Post-investigation repair

Internal Controls, Risk & Compliance

- Internal control reviews
- Fraud risk assessments
- Compliance & policy reviews

Training & Leadership Development

- Workshops & keynotes
- Executive coaching
- Compliance training

Not offered by IAG

IAG does not offer bookkeeping, payroll or tax preparation services. Our work is limited to the five service lines shown here.

SECTION 6

How to Refer

Use the secure website referral form

Visit integrityadvisorygroup.org and complete the referral form. It takes under two minutes and asks only for basic contact details and the general nature of the matter.

Or make an email introduction

With your client's permission, introduce them to jeremy@integrityadvisorygroup.org. Please do not send confidential documents by email.

Tip: get permission first

Let your client know you are making the referral and confirm they are comfortable being contacted. Share only what is needed to start the conversation.

SECTION 7

What Happens After You Refer: The 5-Step Process

1 **Confidential Conversation**
We reach out within one business day to listen, understand the situation and confirm whether IAG is the right fit. There is no obligation.

2 **Written Scope & Fee**
Before any work begins, the client receives a written engagement letter that describes the scope, approach, timeline and fees.

3 **Fact-Finding & Analysis**
We gather and review records, conduct interviews as needed and analyze the facts objectively, with secure handling of all information.

4 **Findings & Recommendations**
The client receives clear, documented findings and practical recommendations, explained in plain language.

5 **Follow-Through**
We help implement improvements, train staff or support next steps, and, with client authorization, keep you informed.

SECTION 8

Professional Standards

Every engagement follows the same commitments, so you know what your client will experience.

✓ **Initial response within 1 business day**	Every referral receives prompt, personal follow-up.
✓ **Engagement letter before work begins**	Scope, approach and fees are agreed in writing first.
✓ **Secure file exchange**	Documents are shared through secure methods, never casual email attachments.
✓ **Client authorization required**	We share information with referral partners only with the client's permission.
✓ **Regular communication**	Clients know where things stand at each stage of the work.
✓ **Clear scope & pricing**	No surprises: changes in scope are discussed and agreed before they happen.

SECTION 9

Confidentiality & Security

- Information is handled on a strict need-to-know basis within IAG.
- Files are exchanged through secure methods and stored with restricted access.
- Engagement records are kept confidential and retained according to the engagement terms.
- We share client information with referral partners only with the client's authorization, except where required by law.

SECTION 10

Referral Checklist

#	Before you refer	Done
1	The client knows I am referring them to Integrity Advisory Group.	☐
2	The client has agreed to be contacted.	☐
3	I have shared IAG's website or email, or submitted the secure website referral form.	☐
4	I have not sent confidential documents by email.	☐
5	I have noted any urgent deadlines (litigation, regulatory, lender or board).	☐
6	I have told the client whether I would like to be kept informed, subject to their authorization.	☐

SECTION 11

Frequently Asked Questions

Will IAG contact my client without permission?

No. We contact a client only after they have agreed to be contacted.

Will I be kept informed?

Yes, when the client authorizes it. We agree with the client at the start what can be shared with you and when.

What if the matter is outside IAG's services?

We will say so plainly at the first conversation so the client can seek appropriate help.

Does IAG offer bookkeeping, payroll or tax preparation?

No. IAG does not offer bookkeeping, payroll or tax preparation services.

Where and when does IAG work?

Engagements are delivered virtually for clients in Illinois and California (other states by arrangement). IAG opens for client engagements in January 2028.

NEXT STEPS

How IAG Can Help

Referral partners can rely on IAG for independent, specialized support across five service lines, delivered in a way that respects the relationship you have built.

Forensic Accounting & Investigations

Independent fact-finding into suspected fraud, misconduct and unexplained losses, with clear, documented analysis and litigation support.

HR Investigations & HR Advisory

Impartial workplace investigations, HR advisory and HR retainer support, policy & handbook review, and HR compliance audits.

Mediation, Arbitration & Conflict Resolution

Neutral, confidential processes for workplace, board, ministry and business partner disputes, including post-investigation repair.

Internal Controls, Risk & Compliance

Internal control reviews, fraud risk assessments, and compliance & policy reviews that turn findings into working controls.

Training & Leadership Development

Workshops, keynotes, executive coaching and compliance training that build ethical, capable leaders and teams.

Serving Illinois & California

Engagements are delivered through secure virtual meetings. Other states by arrangement.

Schedule a confidential consultation at integrityadvisorygroup.org

Start with a confidential conversation about your situation. We will listen, clarify what you need and explain options before any work begins.

Email: jeremy@integrityadvisorygroup.org **Meetings:** Virtual **Service area:** Illinois & California (other states by arrangement)

Integrity Advisory Group opens for client engagements in January 2028.

Disclaimer. This resource provides general educational information only. It is not legal, accounting, tax or other professional advice, and it does not create a client relationship. Laws and requirements vary by state, industry and organization and change over time; consult qualified legal counsel or other advisors about your specific situation.