

## Introduction

Partners in Financial Planning, LLC (“PIFP”), is an investment adviser registered with the Securities and Exchange Commission. Fees for brokerage and investment advisory services differ and it is important for you to understand the difference. Free and simple tools are available to research firms and financial professionals at [www.Investor.gov](http://www.Investor.gov), which also provides educational materials about broker-dealers, investment advisers, and investing.

## What investment services and advice can you provide me?

PIFP offers investment advisory services to retail investors. Our advisory services include Financial Planning, Investment Management, and Tax Preparation. If you open an account with us, we’ll meet with you to understand your current financial situation, risk tolerance and goals. Based on this analysis, we will recommend a portfolio of investments that is regularly monitored (at least monthly), and rebalanced as needed to keep your portfolio in line with our agreed upon target allocation. We will also review your portfolio when there is a change to your financial position or investment objectives, to determine if changes are warranted.

Our accounts are managed on a discretionary basis. This means that we don’t need to contact you before we buy or sell securities, as we will do periodically to keep your portfolio in line with our agreed upon allocation. You will sign an investment management agreement giving us this authority, and this arrangement will remain in place until you or we terminate our services. *You can find additional information about our advisory services in Item 4 of our [Firm Brochure](#).*

### **Questions to Ask Your Financial Professional:**

- **Given my financial situation, should I choose an investment advisory service? Why or why not?**
- **How will you choose investments to recommend to me?**
- **What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?**

## What fees will I pay?

We charge fixed annual retainer fees, payable in quarterly installments. Your retainer fee will cover both financial planning and investment management services. Tax preparation services can also be added if desired.

*You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying.* The more assets we manage for you, the more you will pay us. Therefore, we have an incentive to increase the value of your accounts over time.

The broker-dealer (custodian) that holds your assets may charge you a transaction fee when we buy or sell an investment for you. The broker-dealer’s transaction fees are in addition to our advisory fees. Some

investments, such as mutual funds and exchange traded funds, charge additional fees that will reduce the value of your investments over time.

Additional information about our fees is located in Item 5 of our [Firm Brochure](#).

#### Questions to Ask Your Financial Professional:

- **Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?**

**What are your legal obligations to me when acting as my investment adviser?  
How else does your firm make money and what conflicts of interest do you have?**

*When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours (we act as your fiduciary). At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. To help you understand what this means, an example would be you asking our advice about paying off a mortgage by selling some of the assets you have invested with us. If we advised you to sell assets, the future fees you pay us may be reduced, creating a potential conflict of interest. Additional information about our conflicts of interest can be found in Item 11 of our [Firm Brochure](#).*

Our firm's revenue is derived solely from the advisory fees that we collect from our clients. We do not receive commissions associated with any investment or insurance products.

#### Questions to Ask Your Financial Professional:

- **How might your conflicts of interest affect me, and how will you address them?**

**How do your financial professionals make money?**

Our financial professionals are paid salaries, and they have the opportunity to earn bonuses based on their contributions and the success of the firm. Neither our firm nor our employees receive commissions tied to investment products, and our firm does not compensate employees for making client referrals.

**Do you or your financial professionals have legal or disciplinary history?**

No, neither our firm nor our financial professionals have any legal or disciplinary history. Visit [www.investor.gov](http://www.investor.gov) for a free and simple search tool to research our firm and our financial professionals.

#### Questions to Ask Your Financial Professional:

- **As a financial professional, do you have any disciplinary history? For what type of conduct?**

### Additional Information

You can find additional information about our investment advisory services on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching CRD #151980. If you would like additional, up-to-date information or an updated copy of this relationship summary, please call our office at (540) 444-2930.

#### Questions to Ask Your Financial Professional:

- **Who is my primary contact person?**
- **Is he or she a representative of an investment adviser or a broker-dealer?**
- **Who can I talk to if I have concerns about how this person is treating me?**