

# Item 1: Cover Page

Retirement Matters, Inc.

**Form ADV Part 2A – Firm Brochure**

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Dated June 5, 2019

This Brochure provides information about the qualifications and business practices of Retirement Matters, Inc., Inc. If you have any questions about the contents of this Brochure, please contact us at 847-558-6991. The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Retirement Matters, Inc., Inc. is a Registered Investment Adviser with the State of Illinois. Registration of an Investment Advisor does not imply any level of skill or training.

Additional information about Retirement Matters, Inc., Inc. is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) using the firm's CRD number 167152.

## Item 2: Material Changes

Material changes since last annual update:

- Revision to Services and Fees and Other Business Activities

### Future Changes

From time to time, we may amend this Disclosure Brochure to reflect changes in our business practices, changes in regulations and routine annual updates as required by the securities regulators. This complete Disclosure Brochure or a Summary of Material Changes shall be provided to each Client annually and if a material change occurs in the business practices of RM.

At any time, you may view the current Disclosure Brochure on-line at the SEC's Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov> by searching for our firm name or by our CRD number 167152.

You may also request a copy of this Disclosure Brochure at any time, by contacting us at 847-558-6991.

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David Ian Grant

# Item 4: Advisory Business

## **Description of Advisory Firm**

Retirement Matters, Inc. (RM) is an Investment Adviser registered with the State of Illinois. We were founded in January 2013 as Finance for Teachers, Inc., with a name change to Retirement Matters, Inc. in June 2016. Dave Grant is the principal owner of the Firm. RM currently reports \$4,000,000 in discretionary and no non-discretionary Assets Under Management.

## **Types of Advisory Services**

### **Investment Management Services**

We are in the business of managing individually tailored investment portfolios. Our firm provides continuous advice to a client regarding the investment of client funds based on the individual needs of the client. Through personal discussions in which goals and objectives based on a client's particular circumstances are established, we develop a client's personal investment policy or an investment plan with an asset allocation target and create and manage a portfolio based on that policy and allocation target. During our data-gathering process, we determine the client's individual objectives, time horizons, risk tolerance, and liquidity needs. We may also review and discuss a client's prior investment history, as well as family composition and background.

Account supervision is guided by the stated objectives of the client (i.e., maximum capital appreciation, growth, income, or growth and income), as well as tax considerations. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors. Fees pertaining to this service are outlined in Item 5 of this brochure. Ongoing Investment Management Services are offered to new clients who are eligible for the Wealth Management service. There are some existing clients who are not eligible for the Wealth Management service who currently receive ongoing Investment Management services.

## **One-Time Comprehensive Plan**

We provide financial planning services on topics such as retirement planning, risk management (life, disability, long-term care, home, auto, and umbrella insurance), college savings, cash flow and debt management, work benefits, and estate and incapacity planning.

Financial planning is a comprehensive evaluation of a client's current and future financial state by using currently known variables to predict future cash flows, asset values and withdrawal plans. The key defining aspect of financial planning is that through the financial planning process, all questions, information and analysis will be considered as they impact and are impacted by the entire financial and life situation of the client. Clients purchasing this service will receive a written or an electronic report, providing the client with a detailed financial plan designed to achieve his or her stated financial goals and objectives.

In general, the financial plan will address any or all of the following areas of concern and will take the below approximate time to complete. A client may select only the areas they wish to cover, they do not have to choose all of the below services:

- **Retirement Planning:** Our retirement planning services typically include projections of your likelihood of achieving your financial goals, with financial independence usually the primary objective. For situations where projections show less than the desired results, we may make recommendations that include showing you the impact on those projections by making changes in certain variables (i.e., working longer, saving more, spending less, taking more risk with investments).

If you are near retirement or already retired, advice may be given on appropriate distribution strategies to minimize the likelihood of running out of money or having to adversely alter spending during your retirement years.

- **Insurance Review:** Review of existing policies to ensure proper coverage for life, health, disability, long-term care, liability, home and automobile.
- **College Savings:** Includes projecting the amount that will be needed to achieve college or other post-secondary education funding goals, along with advice on ways for you to save the desired amount. Recommendations as to savings strategies are included, and, if

needed, we will review your financial picture as it relates to eligibility for financial aid or the best way to contribute to grandchildren, if appropriate.

- **Cash Flow and Debt Management:** We will conduct a review of your income and expenses to determine your current surplus or deficit along with advice on prioritizing how any surplus should be used or how to reduce expenses if they exceed your income. Advice may also be provided on which debts to pay off first based on factors such as the interest rate of the debt and any income tax ramifications. We may also recommend what we believe to be an appropriate cash reserve that should be considered for emergencies and other financial goals, a review of accounts (such as money market funds) for such reserves, plus strategies to save desired amounts.
- **Employee Benefits:** We will provide review and analysis as to whether you, as an employee, are taking the maximum advantage possible in your employee benefits. If you are a business owner, we will consider and/or recommend the various benefit programs that can be structured to meet both business and personal retirement goals.
- **Estate Planning:** This usually includes an analysis of your exposure to estate taxes and your current estate plan, which may include whether you have a will, powers of attorney, trusts and other related documents. Our advice also typically includes ways for you to minimize or avoid future estate taxes by implementing appropriate estate planning strategies such as the use of applicable trusts.

We always recommend that you consult with a qualified attorney when you initiate, update, or complete estate planning activities. We may provide you with contact information for attorneys who specialize in estate planning when you wish to hire an attorney for such purposes. From time-to-time, we will participate in meetings or phone calls between you and your attorney with your approval or request.

- **Financial Goals:** Helps clients identifying their financial goals, and planning on how to reach them. Identify what you plan to accomplish, what resources you will need to make it happen, how much time you will need to reach the goal, and how you budget for your goal.

- **Investment Analysis:** This may involve providing information on the types of investment vehicles available, employee stock options, investment analysis and strategies, asset selection and portfolio design, as well as assisting you in establishing your own investment account at a selected broker/dealer or custodian of your choosing. The strategies and types of investments we may recommend are further discussed in Item 8 of this brochure.

### **Ongoing Comprehensive Financial Planning**

By paying an initial fee and monthly retainer, clients get unlimited access to a planner who will work with them to design their plan, but who will do the majority of the “heavy lifting” for them. The planner will monitor the plan, recommend any changes and ensure the plan is up to date.

Upon desiring a comprehensive plan, a client will be taken through establishing their goals and values around money. They would be required to provide information to help complete the following areas of analysis: net worth, cash flow, insurance, employee benefit, retirement planning, insurance, investments, college planning and estate planning. Their plan would be built and analyzed by Dave Grant, and then the findings, analysis and potential changes will be reviewed with the client. If a follow up meeting is required, we will meet at the client's convenience. The plan would be monitored throughout the year and follow-up phone calls and emails will be made to the client to confirm any agreed actions points have been carried out. On an annual basis, there will be a full review of this plan to ensure its accuracy and if any updates are needed.

Only clients who currently are using ongoing services are eligible – this is not being offered to new clients.

### **Wealth Management**

For clients who have \$750,000 or above in investable assets managed by Retirement Matters, Inc., they will be eligible for our Wealth Management services. This service will include all services outlined in the “Comprehensive Financial Planning” part of Section 4, all services outlined in “Investment Management” part of Section 4, and tax review, preparation and filing services carried out by Retirement Matters or an external tax professional. One professional,



Anthony & Associates, is a referral partner with Retirement Matters and further details about Mr. Baldassano can be found in Section 10 of this document. Fees for this service can be found in Section 5.

### **Client Tailored Services and Client Imposed Restrictions**

We offer the same suite of services to all of our clients. However, specific client financial plans and their implementation are dependent upon the client risk tolerance and goal horizon which outlines each client's current situation (income, tax levels, and risk tolerance levels) and is used to construct a client specific plan to aid in the selection of a portfolio that matches restrictions, needs, and targets.

### **Investment Account Restrictions**

We will account for any reasonable restrictions you may require for the management of your investment account(s). We want to note that it will remain your responsibility to promptly notify us if there is any change in your financial situation and/or investment objectives for the purpose of our reviewing, evaluating or revising previous account restrictions or firm investment recommendations.

### **Wrap Fee Programs**

We do not participate in wrap fee programs.

# Item 5: Fees and Compensation

Please note, unless a client has received the firm's disclosure brochure at least 48 hours prior to signing the investment advisory contract, the investment advisory contract may be terminated by the client within five (5) business days of signing the contract without incurring any advisory fees. How we are paid depends on the type of advisory service we are performing. Please review the fee and compensation information below.

## Investment Management Services

Portfolio management services accounts are assessed an annualized asset-based fee that is based on the average daily balance of the previous calendar quarter. Using this balance allows our firm to readily adjust for additions and withdrawals, as well as mid-cycle account openings or closures. We bill on a quarterly basis, in arrears, at a price point of 1.0% (100 basis points).

Clients with Assets Under Management in excess of \$750,000, receive access to a tax professional of their choosing for tax review and filings, at no additional charge.

Account asset values are in consonance with the statement you receive from your custodian of record for the purpose of verifying the computation of our advisory fee. In the rare absence of a reportable market value, our firm may seek a third-party opinion from a recognized industry source (e.g., unaffiliated public accounting firm), and you may choose to separately seek such an opinion at your own expense as to the valuation of "hard-to-price" securities if necessary.

For the benefit of discounting your asset-based fee, we may aggregate portfolio management services accounts for the same individual or two or more accounts within the same family, or accounts where a family member has power of attorney over another family member or incompetent person's account.

Should investment objectives be substantially different for any two or more household accounts, requiring different investment approaches or operational requirements, we reserve the right to apply our fee schedule separately to each account.

Your first billing cycle will begin once your agreement is executed with our firm and your assets have settled into your account held by the custodian of record. Fees for partial months will be prorated based on the remaining days in the reporting period in which the firm services the account. Fee payments will generally be assessed within the first 10 days of the following month.

By signing our firm's engagement agreement, as well as the selected custodian account opening documents, you will be authorizing the withdrawal of both advisory and transactional fees (see following section) from your account. The withdrawal of these fees will be accomplished by the selected custodian, not by our firm, and the custodian will remit our fees directly to our firm. Alternatively, you may request to directly pay our advisory firm its portfolio management services fee in lieu of having the advisory fee withdrawn from their investment account. Our valuation assessment will remain the same as described above, and the client's direct payment must be received by our firm within 10 days of invoice.

### **Discounting Fees**

The services to be provided to you and their specific fees will be detailed in your engagement agreement. Our published fees may be discounted by our firm but they are not negotiable. We strive to offer fees that are fair and reasonable in light of the experience of the firm and the services to be rendered to our clients, however, similar services may be made available from other providers and potentially at a lower fee.

### **Additional Client Fees**

Certain transactional or service fees (sometimes termed brokerage fees) assessed by a selected service provider, individual retirement account fees, qualified retirement plan or account termination fees, wire transfer fees may be borne by the account holder and are per those provided in current, separate fee schedule of the custodian of record. We will ensure you receive a copy of the custodian's fee schedule at the beginning of the engagement, and you will be notified of any future changes to these fees by the custodian of record and/or third-party administrator for certain tax-qualified plans. Fees paid by our clients to our firm for our advisory services are separate from any of these fees or other similar charges.

Fees paid by our clients to our firm for our advisory services are separate from any transactional charges a client may pay, as well as those for mutual funds, exchange-traded funds (ETFs), index mutual funds or other investments of this type.

### **One-Time Comprehensive Financial Plan**

A Financial Plan is a fully comprehensive financial plan and priced at \$3,000. A 50% deposit (\$1,500) is due at the onset of work with the remainder due at the completion of the final meeting. If a Retirement Plan is selected, as this is more in-depth to upcoming retirement issues, the cost of this service is \$5,000 (50% upfront, and 50% upon close of the final meeting).

### **Ongoing Comprehensive Financial Planning**

Ongoing Comprehensive Financial Planning consists of an upfront charge of \$3,000.00 and an ongoing fee that is paid monthly, on the 20th, at the rate of \$250.00 per month. This service may be terminated with 30 days' notice. If a contract is cancelled and planning work has been done over and above a comparable hourly project, then the difference will be billed to the client upon termination. If Investment Management and Comprehensive Financial Planning are engaged at the same time, some or all of the planning fee may be waived. This service is not available to new clients, only those who are using this service as of March 6, 2019.

### **Wealth Management Services**

Wealth Management requires a typical investable balance of \$750,000 managed by Retirement Matters, Inc. This is then charged an annual fee of 1% of the account balance or a minimum annual fee of \$10,000. There are no break points in this fee schedule, but a maximum fee of \$30,000 will be assessed. Fees will be billed quarterly in arrears from client accounts.

### **Other Types of Fees and Expenses**

Our fees are exclusive of brokerage commissions, transaction fees, and other related costs and expenses that shall be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, and other third parties such as custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual fund and exchange traded funds also

charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees and commissions are exclusive of and in addition to our fee, and we shall not receive any portion of these commissions, fees, and costs.

Item 12 further describes the factors that we consider in selecting or recommending broker-dealers for client's transactions and determining the reasonableness of their compensation (e.g., commissions).

We do not accept compensation for the sale of securities or other investment products including asset-based sales charges or service fees from the sale of mutual funds.

## Item 6: Performance-Based Fees and Side-By-Side Management

We do not offer performance-based fees.

## Item 7: Types of Clients

Retirement Matters, Inc. generally provides investment advice to the following types of clients:

- Individuals
- Pension and profit-sharing plans
- Trusts, estates or charitable organizations
- Corporations or business entities other than those listed above

# Item 8: Methods of Analysis, Investment Strategies and Risk of Loss

Our primary method of investment analysis is fundamental analysis.

**Fundamental analysis** involves analyzing individual companies and their industry groups, such as a company's financial statements, details regarding the company's product line, the experience, and expertise of the company's management, and the outlook for the company's industry. The resulting data is used to measure the true value of the company's stock compared to the current market value. The risk of fundamental analysis is that information obtained may be incorrect and the analysis may not provide an accurate estimate of earnings, which may be the basis for a stock's value. If securities prices adjust rapidly to new information, utilizing fundamental analysis may not result in favorable performance.

## **Material Risks Involved**

**All investing strategies we offer involve risk and may result in a loss of your original investment that you should be prepared to bear.** Many of these risks apply equally to stocks, bonds, commodities and any other investment or security. Material risks associated with our investment strategies are listed below.

**Market Risk:** Market risk involves the possibility that an investment's current market value will fall because of a general market decline, reducing the value of the investment regardless of the operational success of the issuer's operations or its financial condition.

**Strategy Risk:** The Adviser's investment strategies and/or investment techniques may not work as intended.

**Small and Medium Cap Company Risk:** Securities of companies with small and medium market capitalizations are often more volatile and less liquid than investments in larger companies. Small and medium cap companies may face a greater risk of business failure, which could increase the volatility of the client's portfolio.

**Turnover Risk:** At times, the strategy may have a portfolio turnover rate that is higher than other strategies. A high portfolio turnover would result in correspondingly greater brokerage commission expenses and may result in the distribution of additional capital gains for tax purposes. These factors may negatively affect the account's performance.

**Limited markets:** Certain securities may be less liquid (harder to sell or buy) and their prices may at times be more volatile than at other times. Under certain market conditions we may be unable to sell or liquidate investments at prices we consider reasonable or favorable, or find buyers at any price.

**Concentration Risk:** Certain investment strategies focuses on particular asset-classes, industries, sectors or types of investment. From time to time these strategies may be subject to greater risks of adverse developments in such areas of focus than a strategy that is more broadly diversified across a wider variety of investments.

**Interest Rate Risk:** Bond (fixed income) prices generally fall when interest rates rise, and the value may fall below par value or the principal investment. The opposite is also generally true: bond prices generally rise when interest rates fall. In general, fixed income securities with longer maturities are more sensitive to these price changes. Most other investments are also sensitive to the level and direction of interest rates.

**Legal or Legislative Risk:** Legislative changes or Court rulings may impact the value of investments, or the securities' claim on the issuer's assets and finances.

**Inflation:** Inflation may erode the buying-power of your investment portfolio, even if the dollar value of your investments remains the same.

### **Risks Associated with Securities**

Apart from the general risks outlined above which apply to all types of investments, specific securities may have other risks.

**Common stocks** may go up and down in price quite dramatically, and in the event of an issuer's bankruptcy or restructuring could lose all value. A slower-growth or recessionary economic environment could have an adverse effect on the price of all stocks.

**Bank Obligations** including bonds and certificates of deposit may be vulnerable to setbacks or panics in the banking industry. Banks and other financial institutions are greatly affected by interest rates and may be adversely affected by downturns in the U.S. and foreign economies or changes in banking regulations.

**Options and other derivatives** carry many unique risks, including time-sensitivity, and can result in the complete loss of principal.

**Real Estate linked investments** may be especially illiquid and subject to specific geographic risk.

**Oil and Gas Interests** may lose value due to changes in commodity prices, costs associated with the transport of oil/gas, seasonal factors or technological advances that impact the demand for oil and gas.

**Exchange Traded Funds** prices may vary significantly from the Net Asset Value due to market conditions. Certain Exchange Traded Funds may not track underlying benchmarks as expected.

## Item 9: Disciplinary Information

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of Retirement Matters, Inc., Inc. or the integrity of our management. We have no information applicable to this Item.

## Item 10: Other Financial Industry Activities and Affiliations

Mr. Grant currently does not participate in other financial industry activities. He works closely with Mr. Anthony Baldassano of Anthony & Associates in Barrington, IL and compensates Mr. Baldassano for client referrals.

## Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

We have adopted a Code of Ethics for all supervised persons of the firm describing its high standard of business conduct, and fiduciary duty to its clients. The Code of Ethics includes provisions relating to the confidentiality of client information, a prohibition on insider trading, a



prohibition on rumor mongering, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All members of the firm must acknowledge the terms of the Code of Ethics annually, or as amended.

All our employees are required to follow our Code of Ethics that places the interests of advisory clients first. The Code of Ethics is designed to assure that the personal securities transactions; activities and interests of our employees will not interfere with (i) making decisions in the best interest of advisory clients. Under the Code certain classes of securities have been designated as exempt transactions, based upon a determination that these would not materially interfere with the best interest our clients. In addition, the Code requires pre-clearance of many transactions, and restricts trading in close proximity to client trading activity. Employee trading is continually monitored under the Code of Ethics, and to reasonably prevent conflicts of interest between our firm and its clients. It is our policy that the firm will not affect any principal or agency cross securities transactions for client accounts. We will also not cross trades between client accounts.

Our clients or prospective clients may request a copy of the firm's Code of Ethics by contacting Dave Grant.

## Item 12: Brokerage Practices

### **Factors Used to Select Custodians and/or Broker-Dealers**

RM does not have any affiliation with Broker-Dealers. Specific custodian recommendations are made to client based on their need for such services. We recommend custodians based on the reputation and services provided by the firm.

#### **1. Research and Other Soft-Dollar Benefits**

We currently receive soft dollar benefits by nature of our relationship TD Ameritrade Institutional, Division of TD Ameritrade, Inc., member FINRA/SIPC.

#### **2. Brokerage for Client Referrals**

We receive no referrals from a broker-dealer or third party in exchange for using that broker-dealer or third party.

### **3. Clients Directing Which Broker/Dealer/Custodian to Use**

We do recommend a specific custodian for clients to use, however, clients may custody their assets at a custodian of their choice. We only manage assets for clients when accounts are held at TD Ameritrade. Clients may also direct us to use a specific broker-dealer to execute transactions. By allowing clients to choose a specific custodian, we may be unable to achieve most favorable execution of client transaction and this may cost clients' money over using a lower-cost custodian.

Retirement Matters, Inc. does not maintain custody of your assets on which we advise, although we may be deemed to have custody of your assets if you give us authority to withdraw advisory fees from your account (see Item 15—Custody, below). Your assets must be maintained in an account at a “qualified custodian,” generally a broker-dealer or bank.

### **The Custodian and Brokers We Use**

Retirement Matters participates in TD Ameritrade Institutional (TDA), Division of TD Ameritrade, Inc., member FINRA/SIPC institutional customer program and may recommend TD Ameritrade to clients for custody and brokerage services. There is no direct link between Retirement Matters' participation in the program and the investment advice it gives to its clients, although Retirement Matters receives economic benefits through its participation in the program that are typically not available to TD Ameritrade retail investors. These benefits include the following products and services (provided without cost or at a discount): receipt of duplicate client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving Retirement Matters participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to client accounts); the ability to have advisory fees deducted directly from client accounts; access to an electronic communications network for client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to Retirement Matters by third party vendors. TD Ameritrade may also have paid for business consulting and professional services received by Retirement Matters' related persons. Some of the products and services made available by TD Ameritrade through the program may benefit Retirement Matters but may not benefit its client accounts. These products or services may assist Retirement Matters in managing and administering client accounts,

including accounts not maintained at TD Ameritrade. Other services made available by TD Ameritrade are intended to help Retirement Matters manage and further develop its business enterprise. The benefits received by Retirement Matters or its personnel through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade. As part of its fiduciary duties to clients, Retirement Matters endeavors at all times to put the interests of its clients first. Clients should be aware, however, that the receipt of economic benefits by Retirement Matters or its related persons in and of itself creates a potential conflict of interest and may indirectly influence Retirement Matters' choice of TD Ameritrade for custody and brokerage services.

We recommend that our clients use TD Ameritrade Institutional (TDA), Division of TD Ameritrade, Inc., member FINRA/SIPC as the qualified custodian for managed accounts. We are independently owned and operated and are not affiliated with TDA. TDA will hold your assets in a brokerage account and buy and sell securities when we and/or you instruct them to. While we recommend that you use TDA as custodian/broker, you will decide whether to do so and will open your account with TDA by entering into an account agreement directly with them. We do not open the account for you, although we may assist you in doing so. If you do not wish to place your assets with TDA, then we cannot manage your account.

#### **How we select Custodians**

We seek to recommend a custodian that will hold your assets and execute transactions on terms that are, overall, most advantageous when compared with other available providers and their services. We consider a wide range of factors, including:

- Capability to execute, clear, and settle trades (buy and sell securities for your account) itself or to facilitate such services.
- Capability to facilitate timely transfers and payments to and from accounts.
- Quality of services.
- Competitiveness of the price of those services and willingness to negotiate the prices.
- Reputation, financial strength, and stability.
- Prior service to us and our other clients.

#### **Client Referrals from Custodians**

We do not receive referrals from our custodian; nor are client referrals a factor in our selection of our custodian.

# Item 13: Review of Accounts

## **Periodic Reviews**

Dave Grant, President and CCO of Retirement Matters, Inc., will work with clients to obtain current information regarding their assets and investment holdings and will review this information as part of our financial planning services. Retirement Matters, Inc., does not provide specific reports to clients, other than financial plans.

Dave Grant, President and CCO will review client accounts with the Investment Management Service regularly on a frequent basis. The account is reviewed with regards to the client's investment policies and risk tolerance levels. Events that may trigger a special review would be unusual performance, addition or deletions of client-imposed restrictions, excessive draw-down, volatility in performance, or buy and sell decisions from the firm or per client's needs. Clients will receive trade confirmations from the broker(s) for each transaction in their accounts as well as monthly or quarterly statements and annual tax reporting statements from their custodian showing all activity in the accounts, such as receipt of dividends and interest. All investment management clients will receive weekly performance reports from eMoney, Retirement Matters, Inc.'s account aggregation software.

# Item 14: Client Referrals and Other Compensation

We receive a non-economic benefit from TD Ameritrade (TDA) in the form of the support products and services it makes available to us and other independent investment advisors whose clients maintain their accounts at TDA. These products and services, how they benefit us, and the related conflicts of interest are described above (see Item 12—Brokerage Practices).

We receive referrals from Anthony Baldassano, Principal at BG Associates, LLC in Barrington, IL. For referrals that have their accounts managed by Retirement Matters, 50% of the Investment Management fee will be paid to Mr. Baldassano.

## Item 15: Custody

Under government regulations, we are deemed to have custody of your assets if, for example, you authorize us to instruct TDA to deduct our advisory fees directly from your account. TDA maintains actual custody of your assets. Your statements will be available for you to review on the activity section of your TDA account portal. You will also receive account statements directly from TDA at least quarterly. You should carefully review those statements promptly.

Clients should receive at least quarterly statements from the broker dealer, bank or other qualified custodian that holds and maintains client's investment assets. We urge you to carefully review such statements and compare such official custodial records to the account statements or reports that we may provide to you.

## Item 16: Investment Discretion

### **Portfolio Management Services**

Retirement Matters, Inc. provides portfolio management services on a discretionary basis. Similar to a limited power of attorney, discretionary authority allows our firm to implement investment strategies and trading decisions, such as the purchase or sale of a security on behalf of your account, without requiring your prior authorization for each transaction in order to meet stated investment objectives. This authority will be granted through your execution of our client engagement agreement as well as the custodian of records limited power of attorney agreement. The custodian will specifically limit our authority within your account to the placement of trade orders and the request for the deduction of advisory fees.

## Item 17: Voting Client Securities

We do not vote Client proxies. Therefore, Clients maintain exclusive responsibility for: (1) voting proxies, and (2) acting on corporate actions pertaining to the Client's investment assets. The Client shall instruct the Client's qualified custodian to forward to the Client copies of all proxies and shareholder communications relating to the Client's investment assets. If the client would

like our opinion on a particular proxy vote, they may contact us at the number listed on the cover of this brochure.

In most cases, you will receive proxy materials directly from the account custodian. However, in the event we were to receive any written or electronic proxy materials, we would forward them directly to you by mail, unless you have authorized our firm to contact you by electronic mail, in which case, we would forward you any electronic solicitation to vote proxies.

## Item 18: Financial Information

Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about our financial condition. We have no financial commitment that impairs our ability to meet contractual and fiduciary commitments to clients, and we have not been the subject of a bankruptcy proceeding.

We do not have custody of client funds or securities or require or solicit prepayment of more than \$500 in fees per client six months in advance.

# Item 19: Requirements for State-Registered Advisers

**David Ian Grant**

Born: 1982

## **Educational Background**

- 2004 – B.S. with Honors in Psychology, University of the West of England

## **Business Experience**

- 2013 – Present, Retirement Matters, Inc. (formerly Finance for Teachers, Inc.), Founder
- 2015 – 2016, Clarus Financial Planning, Inc., Financial Planner
- 2010 – 2013, Vantage Financial Partners – Planning Analyst
- 2007 – 2010, CCP Inc. – Paraplanner

## **Professional Designations, Licensing & Exams**

- **CFP (Certified Financial Planner)®**: CFP certificants must have a minimum of three years' workplace experience in financial planning and develop their theoretical and practical financial planning knowledge by completing a comprehensive course of study approved by CFP Board. They must pass a comprehensive two-day, 10-hour CFP® Certification Examination that tests their ability to apply financial planning knowledge in an integrated format. As a final step to certification, CFP practitioners agree to abide by a strict code of professional conduct.

## **Other Business Activities**

Dave Grant is compensated for writing for financial service and consumer outlets. This activity takes up 10% of his time.

## **Performance Based Fees**

Retirement Matters, Inc., Inc. does not offer performance-based fees.

### **Material Disciplinary Disclosures**

No management person at Retirement Matters, Inc., Inc. has ever been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

### **Material Relationships That Management Persons Have with Issuers of Securities**

Neither Retirement Matters, Inc., Inc., nor its management persons, have any relationship or arrangement with issuers of securities.

### **Additional Compensation**

Dave Grant does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through RM.

### **Supervision**

Dave Grant, as Founder and Chief Compliance Officer of RM, is responsible for supervision. He may be contacted at the phone number on this brochure supplement.

### **Requirements for State Registered Advisers**

Dave Grant has NOT been involved in an arbitration, civil proceeding, self-regulatory proceeding, administrative proceeding, or a bankruptcy petition.