

**Item 1 – Cover Page**

**Registered Investment Advisor**

May 28, 2018  
818 SW 3rd Ave #221-1228  
Portland, OR 97204-2405

Contact Information:

Mark Sharp, Founder and Principal  
Investment Adviser Representative

Phone: (800) 622-1045

Email: [mark@financialplanningdoneright.com](mailto:mark@financialplanningdoneright.com)

Website: <http://www.financialplanningdoneright.com>

This Brochure provides information about the qualifications and business practices of Financial Planning Done Right, LLC (“FINANCIAL PLANNING DONE RIGHT”). If you have any questions about the contents of this Brochure, please contact us at (800) 622-1045 or by email to [info@financialplanningdoneright.com](mailto:info@financialplanningdoneright.com). 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.

FINANCIAL PLANNING DONE RIGHT is a registered investment adviser in the state of Oregon. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information about which you determine to hire or retain an Adviser.

Additional information about Financial Planning Done Right also is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Item 2 - Material Changes

### Material Changes since the Last Update

This is the Firm's initial Brochure so no material changes have occurred since the last update.

#### New Material Changes

- Professional credential and outside business activity update.

### Future Changes

In the future, this Item will discuss only specific material changes that are made to the Brochure and provide clients with a summary of such changes. I will also reference the date of my last annual update of my brochure.

Last Annual Update – 12/30/2017

- In addition to the Full Retainer Agreement (annual), we offer a Limited Retainer Agreement (30-day).
- We now provide tax preparation as an additional service offering.

Last Update – 05/28/2018

- We offer hourly financial planning services.

Last Update – 09/25/2018

- Professional credential and outside business activity update.

### Past Changes

In the past I have offered or delivered information about my qualifications and business practices to clients on at least an annual basis. Pursuant to new SEC Rules, I will ensure that you receive a summary of any materials changes to this and subsequent Brochures within 120 days of the close of my business' fiscal year. I may further provide other ongoing disclosure information about material changes as necessary.

### Full Brochure Available

I will further provide you with a new Brochure as necessary based on changes or new information, at any time, without charge. My Brochure may be requested by contacting me at (800) 622-1045 or via e-mail to [mark@financialplanningdoneright.com](mailto:mark@financialplanningdoneright.com).

Additional information about FINANCIAL PLANNING DONE RIGHT is also available via the SEC's web site [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The SEC's web site also provides information about any persons affiliated with FINANCIAL PLANNING DONE RIGHT who are registered, or are required to be registered, as investment adviser representatives of FINANCIAL PLANNING DONE RIGHT.

### Item 3 -Table of Contents

Item 1 – Cover Page.....	1
Item 2 - Material Changes .....	2
Item 3 -Table of Contents.....	4
Item 4 – Advisory Business.....	4
Item 5 – Fees and Compensation.....	9
Item 6 – Performance-Based Fees and Side-By-Side Management.....	11
Item 7 – Types of Clients .....	11
Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss .....	11
Item 9 – Disciplinary Information.....	13
Item 10 – Other Financial Industry Activities and Affiliations.....	13
Item 11 – Code of Ethics.....	13
Item 12 – Brokerage Practices.....	15
Item 13 – Review of Accounts .....	17
Item 14 – Client Referrals and Other Compensation .....	17
Item 15 – Custody.....	17
Item 16 – Investment Discretion .....	17
Item 17 – Voting Client Securities .....	18
Item 18 – Financial Information .....	18
Item 19 – Requirements for State-Registered Advisers .....	19

### Item 4 – Advisory Business

#### Firm Description

Financial Planning Done Right was established in 2017. Financial Planning Done Right is a feeonly holistic financial planning firm that specializes in providing personalized, confidential financial planning, tax preparation and investment management to individuals. Financial Planning Done Right serves as a trusted guide providing clients means to identify their personal financial objectives; find solutions to their financial problem areas; design and simplify their cash flow, perform tax preparation and planning, advising on financial risk and investment allocations, retirement planning, insurance and estate planning. All services are tailored to the client’s unique objectives. Financial Planning Done Right does not sell insurance or investment products, nor does it accept commission as a result of any product recommendations. Financial Planning Done Right does not pay or accept referral or finder’s fees from any party.

#### Principle Owners

Financial Planning Done Right is solely owned and operated by Mark Sharp.

## Description of Advisory Services Offered

Financial Planning Done Right is an advisory firm only. We provide Fee-Only, annual and limited retainer and hourly, as-needed financial planning and investment advice services to individuals and families from all walks of life. We require no income or asset minimums.

Advisory services may be general or broad based in nature or more narrowly focused on a particular area of interest or need, depending on the client's unique circumstances and desires. Needed services may be addressed as one project or several projects over contingent on the agreement of the client and advisor.

Our activities involving providing financial advice may include, but is not limited to:

- Financial life goals
- Retirement planning
- Post retirement planning and income distribution strategies
- Asset allocation
- Investment selection
- Income and expense planning
- Tax preparation
- Tax planning
- Insurance planning
- Estate planning
- Cashflow planning
- Education planning

Our underlying philosophy is to use long-term financial planning and investment strategies.

Our process, utilized in working with our clients, is as follows:

First, we gather information about your situation via confidential questionnaires. Then, we have an initial meeting to discuss your financial needs and goals. If at the end of this meeting, we agree on the extent and content of your financial plan:

You are provided a service agreement that clearly identifies the areas we will cover in your plan.

A signed service agreement is required prior to any work being done for you. In many cases, an initial fee is required also. The initial fee will be an amount up to \$500, depending on the scope and range of the fee quoted.

We will likely need to ask for additional documentation and detailed information about your specific situation. Once you return the additional documentation and/or detailed information, we will then analyze your current financial situation and generate scenarios as needed for your Plan. We may do this analysis in a meeting with you or separately, outside of meetings, depending on your situation.

Depending on your situation and needs, one or more meetings may be necessary in order to present your Plan. Prior to the meeting when your Plan is presented, interim meeting(s) may be necessary to clarify goals, data, assumptions, scenarios and strategies. Meetings may be held face-to-face or virtually utilizing technology of phone and/or the internet.

We write and present a Plan containing observations, assumptions and recommendations. If needed, we will help you set up and implement the Plan. However, we limit this help to explaining how to open accounts, how to use on-line access to your banks, brokerage firms and mutual funds, and other similar assistance. You remain in custody and control of all your investments and accounts at all times. We never have control or custody of your assets.

In order to provide our services, we depend on access to important information provided by the client. Therefore, it is necessary that you provide us with necessary information and supporting documentation throughout the term of the engagement, including but not limited to source of funds, income levels, past tax returns, goals, and other substantive information. This helps us determine the appropriateness of our financial planning or investment strategy for you.

It is also very important that you keep us informed on significant changes that may call for an update to your financial and investment plans. Events such as job changes, planned retirement, a windfall, marriage or divorce, birth of a child, home sale or purchase can have a large impact on your financial planning needs. We need to be aware of such events, so we can make any adjustments necessary to your plan or advice in order to keep you on track towards your goals.

You, the client, always have full discretion over all implementation decisions and are free to accept or reject any recommendation we make.

With regard to annual retainer clients, it's an open-retainer agreement where in addition to meetings throughout the year we fully encourage clients to engage us as needed over the duration of the annual retainer.

With regard to limited retainer and hourly clients, you may re-engage us as needed. Periodic financial reviews are recommended, as determined by the advisor and client, based upon client needs. We highly recommend you review your financial state on an annual basis or anytime there is a significant change in your life. It is the client responsibility to initiate these reviews.

We may, however, on an annual basis or more frequently, send reminders of the need to update your Plan, or we may schedule a next appointment with you at the completion of a project.

Meeting Sequence - Annual Retainer

During the **Initial Year**, there are a number of meetings covering from five to ten client-relevant topics (see list below). Usually each topic is covered in a separate meeting. If requested the number of meetings can be reduced by combining several topics in one longer meeting. Meetings are held face-to-face or virtually (teleconference) over secure computer link and/or telephone lines. Implementation services are provided when requested.

Discovery	Presentation
Tax Preparation	Tax Planning
Record-keeping	Retirement Planning
Goal setting	Portfolio Analysis
Estate Planning	Asset Allocation Strategy Planning
Insurance Planning	Investment Recommendation & Selection
College Education Planning	Employee Benefit Analysis
Cash Flow Management Planning	Business Development

In **Renewal Years**, the number of meetings is typically 4-5 appointment topics and will depend on what is appropriate for the client:

Tax preparation	Tax planning
Goal setting/review	
Investment review/update	

Meeting Sequence - Limited Retainer

The 30-Day Retainer doesn't offer a structured meeting sequence. Clients complete an assessment, receive a set of recommendations on the basis of the assessment, receive 30 days of phone and online support, and receive one follow up meeting (final review).

Recommendations are limited to tax planning, record keeping, retirement planning, insurance planning and cash flow management, and business planning.

Meeting Sequence Hourly Agreement

Limited to an initial discovery and solution presentation meetings.



## Item 5 – Fees and Compensation

### Fee Billing

#### Full Retainer

The specific manner in which fees are charged by Financial Planning Done Right is established under a written full retainer agreement with fees predicated on the needs of the client and fixed for one year. Compensation is payable upon execution of the retainer agreement. The first month of the annual Full Retainer fee is due upon initial execution of the service agreement and monthly thereafter. Any balance of fee charges is for the purpose of providing the client with comprehensive financial planning services. Financial Planning Done Right will not directly debit fees from any client's investment account.

#### Limited Retainer

The specific manner in which fees are charged by Financial Planning Done Right is established under a written Limited retainer agreement with fees set up front and fixed for 30 days. Compensation is payable in full upon execution of the retainer agreement.

#### Hourly Basis

Fees for financial planning and investment advice services are determined by our hourly fee of (\$250) per hour multiplied by the estimated time to complete the services. We bill in six-minute increments, and a partial increment will be treated as a whole. Discounts may be offered upon occasion and fees are negotiable at our sole discretion. At our discretion, and with client approval, we may also charge fixed fees that are based on our hourly rate multiplied by the approximate number of hours that are anticipated to provide the requested service. Compensation is payable to the lesser of \$500 or one-half of the *Total Analysis* fee upon signing of this Agreement.

### Past-Due Accounts and Termination of Agreement

#### Full Retainer

Financial Planning Done Right reserves the right to stop work on any account that is more than 30 days overdue. In addition, Financial Planning Done Right reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate to provide proper financial and tax advice.

**Financial Planning Done Right is a fee-only financial advisory firm and does not sell investment or insurance products. All fees are generally non-negotiable and are paid as described above, directly by the client. Either the client or Financial Planning Done Right may terminate an engagement at any time, without penalty, upon written notice. Upon termination of any agreement, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable.**

#### Limited Retainer

Past due accounts are not applicable since all fees are paid in full up front.

**Financial Planning Done Right is a fee-only financial advisory firm and does not sell investment or insurance products. All fees are generally non-negotiable and are paid as described above, directly by the client. Either the client or Financial Planning Done Right may terminate an engagement at any time, without penalty, upon written notice. Upon termination of any agreement, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable.**

#### Hourly

Financial Planning Done Right reserves the right to stop work on any account that is more than 30 days overdue. In addition, Financial Planning Done Right reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate to provide proper financial and tax advice.

**Financial Planning Done Right is a fee-only financial advisory firm and does not sell investment or insurance products. All fees are generally non-negotiable and are paid as described above, directly by the client. Either the client or Financial Planning Done Right may terminate an engagement at any time, without penalty, upon written notice. Upon termination of any agreement, any prepaid, unearned fees will be promptly refunded, and any earned, unpaid fees will be due and payable.**

#### **Fees**

### Full Retainer

Fees are fixed and calculated annually, and fees are based primarily on: client non-investment income, client net worth, and complexity of client financial situation.

*\* Non-investment income includes real estate investments.*

*\*Net Worth includes assets over which Client has control, such as investment accounts, 401(k)s, 403(b)s, vested stock options, vested restricted stock, vested restricted stock units, savings and checking accounts, cash value of life insurance, etc. Net Worth also includes home equity, commercial and/or rental real estate, and ownership interest in closely held business.*

### Retainer Fees (Range):

Initial Year of Retainer Agreement: \$2500 - \$8,500

Renewal Years of Retainer Agreement: \$2500 - \$5,500

### Limited Retainer

Fee is fixed at \$1,499

### Hourly

Fee is \$250 an hour

## **Item 6 – Performance-Based Fees and Side-By-Side Management**

Financial Planning Done Right does not charge any performance-based fees (fees based on a share of capital gains on or capital appreciation of the assets of a client).

## **Item 7 – Types of Clients**

Financial Planning Done Right provides holistic financial planning services primarily to middleincome individuals and families. As such, we do not require minimums as to income, assets, net worth, length of engagement, revenues generated or other conditions for engaging our services. As discussed above, your chosen relationship agreement and fee will be based on your individual circumstances for full retainer and set fee for hourly and limited retainer.

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

## Methods of Analysis

In determining investment recommendations, Financial Planning Done Right will utilize public information obtained from Vanguard Group research services and/or Dimensional Fund Advisors, financial subscription magazines, fund performance reporting software as well as other public research. Moreover, Financial Planning Done Right approaches investment portfolio analysis and implementation based on internal factors such as your tax situation, overall risk tolerance, current financial situation, and your personal goals and aspirations. After identifying these items, your portfolio will be structured around your individual needs, while attempting to minimize negative effects of external factors, such as interest rates, market performance, and the economy as a whole.

## Investment Strategies

Academic research suggests asset class selection is the prime determinant of overall investment performance. Financial Planning Done Right therefore pursues an asset class-based investment strategy with exposure to high quality US and foreign bonds and domestic and international companies of various sizes. We maximize diversification by “owning the market” via no-load funds and pursue a “passive” investment strategy that avoids making any market timing or individual stock bets. Owning no-load passive mutual funds and ETFs also minimizes costs and maximizes tax efficiency given their low turnover. In order to further increase tax efficiency, we hold taxable bonds whenever possible in tax deferred accounts.

Financial Planning Done Right strongly believes in the efficiency of the market and it is not possible to consistently outperform over time by trying to time the market or attempting to pick individual winning securities, an approach known as “active management.” While it may be true pricing inefficiencies exist at any given moment, these are at best fleeting and are quickly corrected. Financial Planning Done Right therefore believes, in spite of these momentary inefficiencies, stock prices are always fairly set given all available information is quickly reflected in a given stock’s market value. The fact this price may fluctuate as new information is processed by market participants has no bearing on whether one can accurately predict a stock’s future performance.

Client portfolios will typically be constructed of institutional class, no-load, passively invested mutual funds from the Vanguard Group and/or Dimensional Fund Advisors. As an advisor, Financial Planning Done Right believes our efforts are most productively spent trying to control what we can while accepting what the market gives us in return. Our focus therefore is always on minimizing costs, increasing tax efficiency and investing broadly. We believe our role as an advisor is to set an appropriate asset allocation for our clients based on their investment horizon, personal risk tolerance and required rate

of return as a function of their key life goals. Implementing this strategy using passively managed investments with the broadest possible exposure to a variety of relatively uncorrelated markets is, we believe, the most prudent strategy and the one that is in keeping with a fiduciary standard. Once that strategy is set, our focus is on helping clients adhere to it regardless of what the market or broader economy may be doing at any given time. Changes in the strategy should only be driven, we believe, by changes in the client's situation as opposed to external factors.

### **Risk of Loss**

Investing in securities involves risk of loss that clients should be prepared to bear. The inherent risks associated with any investment recommended by Financial Planning Done Right will be thoroughly reviewed and discussed in relation to client's goals, needs, and objectives at the forefront. This will help ensure the client fully understands his/her investments and that he/she is properly prepared to bear any associated risks. My investment approach constantly keeps the risk of loss in mind.

### **Item 9 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events material to your evaluation of Financial Planning Done Right or the integrity of Financial Planning Done Right management. Financial Planning Done Right has no information applicable to this Item.

### **Item 10 – Other Financial Industry Activities and Affiliations**

Financial Planning Done Right is a member of Garrett Planning Network (GPN). A national network of hundreds of hourly-based, Fee-Only financial planners working with a broad range of clients. As a member of Garret Planning Network, FINANCIAL PLANNING DONE RIGHT has the right to use proprietary products and systems designed by GPN. GPN also provides ongoing training in the form of periodic seminars and annual conferences. The particular expertise of individual GPN members in areas applicable to financial planning is also readily shared among members.

### **Item 11 – Code of Ethics**

Financial Planning Done Right seeks to avoid material conflicts of interest. Accordingly, Financial Planning Done Right does not receive any third party direct monetary compensation (i.e., commissions, 12b-1 fees, or other fees) from brokerage firms (custodians) or mutual fund companies.

Although Financial Planning Done Right believes its business methodologies, code of ethics, and operating policies are appropriate to eliminate, to the extent possible, potential material conflicts of interest, clients should be aware no set of rules or procedures can fully anticipate or eliminate all potential material conflicts of interest.

## Our Code of Ethics

### Code of Ethics

The employees of Financial Planning Done Right have committed to a Code of Ethics that is available for review by clients and prospective clients upon request. Incorporated into our code of ethics are the standards set by the Certified Financial Planning Board, the Fiduciary Oath promulgated by NAPFA, and the Alliance of Comprehensive Planners to Clients which forms the foundation of Financial Planning Done Right ethics.

In concise terms, Financial Planning Done Right members shall always:

- Act as a **fiduciary**, act in the best interest of each and every client
- Act with integrity and dignity when dealing with clients, prospects, & others
- Strive to maintain and continually enhance our high degree of professional education regarding all aspects of personal financial planning; and
- Seek at all times to preserve our firm's independence and to maintain our complete objectivity with respect to our planning services and each recommendation made to our clients.

### Participation or Interest in Client Transactions and Personal Trading

Employees of Financial Planning Done Right may personally buy securities recommended to clients. There is no conflict of interest as these investments are widely held, publicly traded, open-end mutual fund securities.

Financial Planning Done Right clients or prospective clients may request a copy of the firm's Code of Ethics by contacting Mark Sharp, principal.

It is Financial Planning Done Right policy the firm will not affect any principal or agency cross securities transactions for client accounts. Financial Planning Done Right will also not cross trades between client accounts. Principal transactions are generally defined as transactions where an adviser, acting as principal for its own account or the account of an affiliated broker-dealer, buys from or sells any security to any advisory client. A principal transaction may also be deemed to have occurred if a security is crossed

between an affiliated hedge fund and another client account. An agency cross transaction is defined as a transaction where a person acts as an investment adviser in relation to a transaction in which the investment adviser, or any person controlled by or under common control with the investment adviser, acts as broker for both the advisory client and for another person on the other side of the transaction. Agency cross transactions may arise where an adviser is dually registered as a broker-dealer or has an affiliated broker-dealer.

## **Item 12 – Brokerage Practices**

### **Selecting Brokerage Firms**

Financial Planning Done Right does not have affiliations with product sales firms. Specific custodian recommendations are made to clients based on their need for such services. Financial Planning Done Right recommends custodians based on the proven integrity and financial responsibility of the firm and the best execution of orders at reasonable commission rates, but never requires its clients utilize any given custodian/broker-dealer. Financial Planning Done Right does NOT receive fees or commissions from any-such source.

### **Best Execution**

Financial Planning Done Right does not execute trades on client's behalf. Clients are responsible for executing their own trades with their preferred brokerage firm or a brokerage firm recommended by Financial Planning Done Right. In either case, clients are urged to perform any necessary due diligence with the selected brokerage firm to understand the firm's best execution policy before making any trades.

### **Soft Dollars**

Financial Planning Done Right does not receive any soft dollar contributions from recommended brokerage firms.

### **Order Aggregation**

Financial Planning Done Right does not execute trades on client's behalf. Clients are responsible for executing their own trades with their preferred brokerage firm or a brokerage firm recommended by Financial Planning Done Right. In either case, clients are urged to perform any necessary due diligence with the selected brokerage firm to understand the firm's order aggregation policy before making any trades.





## **Item 13 Review of Accounts**

### **Periodic Reviews and Triggers**

Account reviews are typically performed annually, at the request of the client, by Financial Planning Done Right in conjunction with the relevant client meeting. Account reviews may be performed more frequently when client situations dictate.

### **Regular Reports**

Financial Planning Done Right makes written recommendations at the conclusion of an appointment summarizing the topic discussed, recommendations presented and outcome where appropriate. If you, as a client, have any brokerage accounts you will receive monthly or quarterly statements from your custodians, either in paper or electronic form pertaining to your account(s).

## **Item 14 – Client Referrals and Other Compensation**

Financial Planning Done Right is a fee-only financial planning firm and does not sell insurance or investment products, nor does it accept commissions as a result of any product recommendations. FINANCIAL PLANNING DONE RIGHT does not pay referral or finder's fees, nor does it accept such fees from other firms.

## **Item 15 – Custody**

Financial Planning Done Right does not take custody of client assets.

Clients should receive at least quarterly statements from the broker dealer, bank or other qualified custodian that holds and maintains your investment assets. FINANCIAL PLANNING DONE RIGHT urges clients to carefully review such statements and compare such official custodial records to the account statements that we may provide to you.

## **Item 16 Investment Discretion**

Advisor's role is to make investment and planning recommendations. Advisor does not execute trades in client's accounts on either a discretionary or non-discretionary basis. Client is not required to follow any recommendations made by Advisor. Client remains solely responsible for implementing any recommendations made by Advisor.

**Item 17 – Voting Client Securities**

As a matter of firm policy and practice, Financial Planning Done Right does not have any authority to and does not vote proxies on behalf of advisory clients. Clients retain the responsibility for receiving and voting proxies for any and all securities maintained in client portfolios.

**Item 18 – Financial Information**

Financial Planning Done Right does not require prepayment of fees greater than \$500 per client, six months or more in advance.

Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about Financial Planning Done Right financial condition. Financial Planning Done Right has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the subject of a bankruptcy proceeding.

## Item 19 Requirements for State-Registered Advisers

### EDUCATION & BUSINESS BACKGROUND

**Principal:** Mark Sharp, CFP® EA

#### **Formal Education After High School:**

- California State University, Hayward CA, B.S. Computer Science 1987
- UCLA, Los Angeles CA, Personal Financial Planning Certificate 2005

#### **Graduate Financial Planning Certificate:**

The nationally recognized Financial Planning Certificate provides financial professionals with the tools and techniques for remaining viable in this highly competitive field. The program also prepares professionals in other fields to facilitate career changes and become established in this rapidly expanding profession. The curriculum encompasses the major disciplines of financial planning, with an emphasis on the practical applications of the material covered. This certificate program fulfills the educational component of the CFP® certification, covering the core topics that are the basis for the CFP® Certification Examination.

#### **Certifications and Professional Designations:**

##### **CERTIFIED FINANCIAL PLANNER Certificant 08/28/2018**

The CERTIFIED FINANCIAL PLANNER, CFP® and federally registered CFP (with flame design) marks (collectively, the CFP® marks) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (CFP Board).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 68,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Boards studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign

university). CFP Boards financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

- Examination Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;
- Experience Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics Agree to be bound by CFP Boards Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing service education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education Complete 30 hours of continuing education hours every two years, including two hours on the Code of Ethics and other parts of the Standards of Professional Conduct, to maintain competence and keep up with developments in the financial planning field; and
- Ethics Renew an agreement to be bound by the Standards of Professional Conduct. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Boards enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

## **IRS Enrolled Agent Certification of Enrollment 2016 (PTIN – P01864035)**

An Enrolled Agent (EA) is a federally-authorized tax practitioner who has technical expertise in the field of taxation and who is empowered by the U.S. Department of the Treasury to represent taxpayers before all administrative levels of the Internal Revenue Service for audits, collections, and appeals.

“Enrolled” means to be licensed to practice by the federal government, and “Agent” means authorized to appear in the place of the taxpayer at the IRS. Only Enrolled Agents, attorneys, and CPAs may represent any taxpayer before the IRS. The Enrolled Agent profession dates back to 1884 when, after questionable claims had been presented for Civil War losses, Congress acted to regulate persons who represented citizens in their dealings with the U.S. Treasury Department.

The license is earned in one of two ways: by passing a comprehensive examination which covers all aspects of the tax code or having worked at the IRS for five years in a position which regularly interpreted and applied the tax code and its regulations. All candidates are subjected to a rigorous background check conducted by the IRS.

In addition to the stringent testing and application process, the IRS requires Enrolled Agents to complete 72 hours of continuing professional education, reported every three years, to maintain their Enrolled Agent status. Because of the knowledge necessary to become an Enrolled Agent and the requirements to maintain the license, there are only about 46,000 practicing Enrolled Agents.

Unlike attorneys and CPAs, who may or may not choose to specialize in taxes, all Enrolled Agents specialize in taxation. Enrolled Agents receive their right to practice from the U.S. government (CPAs and attorneys are licensed by the states).

Enrolled Agents are required to abide by the provisions of the Department of Treasury’s Circular 230, which provides the regulations governing the practice of Enrolled Agents before the IRS.

## **State of Oregon Licensed Tax Consultant (LTC) 10/31/2018**

A Tax Consultant license enables a person to lawfully prepare personal income tax returns in the State of Oregon for a fee as a self-employed or independent tax practitioner.

As an Enrolled Agent, the advisor became a Licensed Tax Consultant by passing a tax consultant examination on Oregon tax law, Oregon Income Tax Service Law and the Tax Board Code of Professional Conduct with a 75% pass rate or higher.

Tax consultants are required to complete 30 hours of continuing education related to tax law and tax preparation per year. To renew their licenses each year, licensees must attest to having completed a minimum of 30 hours of acceptable continuing education during the 13 months prior to each license year.

**Business Background for The Previous 5 Years:**

Financial Planning Done Right, LLC Portland, OR, Founder and Principal  
Registered Investment Adviser 2017 - Present  
Software Developer, Corvel Corporation, 2011-August 1, 2018

**Disciplinary Information:** None.

**Other Business Activities:** Mark Sharp has held individual contributor roles in software development and consulting for numerous companies up through my present employer. There are no material conflicts of interest for the financial planning and advisory services provided as the Principal of Financial Planning Done Right.

**Additional Compensation:** Mark Sharp does not receive any additional compensation for providing advisory services beyond the retainer-based compensation he receives through his firm. Moreover, he does not receive any commissions, bonuses or other compensation based on the sale of securities or other investment products.

**Supervision:** Advisor's sole investment advisor representative is its principal and owner Mark Sharp, CFP®, EA who is solely responsible for supervision of the services and advice provided to clients. Mark Sharp, CFP®, EA is also solely responsible for ensuring the Advisor is adhering to fiduciary duties owed to its clients.