



STEP BY STEP

FINANCIAL LLC

Ongoing Financial Planning List of Services

- **Review and Analysis of Current Holding and Net Worth Allocation**

Services provided may include:

- Portfolio Analysis
 - Research on current individual investments
 - Identification of key problem areas
- Investment Strategy and Recommendations
 - Investment risk analysis
 - Rebalancing of current investment portfolio and net worth
 - Specific buy/sell/hold recommendations

- **Retirement Planning/ Projections**

Services provided may include:

- Determination of when client can retire
- Income projections in retirement
- Developing of retirement planning savings targets
- Social Security distribution analysis and strategies

- **College Funding and Planning**

Services provided may include:

- Determining the most efficient financial aid application strategies
- Maximizing available tax credits
- Distributing assets from investment accounts
- Evaluating college loan options
- Creating a proactive college planning budget

- **Tax Planning**

Services provided may include:

- W-2 and tax liability projection
- Review of current available retirement savings plans
- Revised W-4 and/ or tax payment schedule
- Tax-Loss Harvesting
- Donor Advised Fund planning

- **Insurance Review and Recommendations**

Services provided may include:

- Documentation of all pertinent policy information
- Employee Benefit options review
- Life Insurance needs calculation
- Life Insurance as investment calculation
- Discussion on the need for and review of current and/ or available Long Term Disability coverage
- Discussion on the need for and review of current and/ or available Long Term Care Insurance coverage
- Review of current property and liability coverage
- Insurance company ratings review

- **Estate Plan Review and Recommendations**

Services provided may include:

- Review of existing estate planning documents, if any
- Determination of estate tax implications
- Basic education about estate planning
- Review of current beneficiary arrangements
- Review of current property titling arrangements
- Data Gathering for will and power of attorney preparation
- Referral to attorney for will or trust preparation (typically with a negotiated discount with the attorney for the client)

- **Goal Setting**

Services provided may include:

- Goals/ Values exercise
- Visualization exercise
- Net worth and income calculations

- **Pension Options, Savings Review and Recommendations**

Services provided may include:

- Assessment of available retirement savings options/ plans
- Coordinating of retirement savings plan options
- Identifying of the best investment options in retirement plans (401k investment options)
- Pension distribution options

- **Cash Flow, Budgeting Review and Recommendations**

Services provided may include:

- Analysis of current spending habits
- Debt analysis
- Review of current spending and savings habits
- Credit report review
- Creation of a spending plan to meeting financial goals

- **Home Purchase or Refinance Analysis and Recommendations**

Services provided may include:

- How much house to buy
- Financing options
- Review of purchase agreement
- Assistance with negotiation

- **Recordkeeping System Set-up, Review and Recommendations**

Services provided may include:

- Review of current record keeping system
- Discussion of what items to keep and for how long



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FINANCIAL LLC

ONGOING FINANCIAL PLANNING

This Agreement, related schedules and exhibits (collectively the “Agreement”), is between Step By Step Financial LLC (the “Adviser”) and the undersigned client(s) _____ (the “Client”). This Agreement pertains to financial planning services to be provided by the Adviser in accordance with the following terms and conditions:

1. Fees. Fees are based on a formula taking in consideration the client’s total investable assets. The fee schedule is listed on Schedule A. The Client agrees to compensate the Adviser for the services under this Agreement as described below:

- A. Client agrees to pay Adviser a fee of _____ on the 1st of each month beginning _____.
 - i. This fee can be paid via credit card, ACH, check or brokerage account deduction.
 - ii. During the month of January each year, the Adviser will evaluate the Client’s investment assets to determine if a reduction or increase of the monthly fee is warranted for the subsequent twelve-month period.
 - iii. The Client understands there may be months where they do not meet with or consult with the Adviser.
 - iv. If a Client signs an Ongoing Financial Planning Agreement within 10 days of completing a Financial Review Agreement, the first month’s Ongoing Financial Planning Agreement fee will be reduced by 50%.
- B. Client agrees to pay all out-of-pocket expenses incurred in performing professional services, provided that the Client expressly authorizes such expenses.
- D. Adviser is compensated solely by the above fee structure and does not receive any commissions, referral fees, or other third-party payments in connection with services provided under this Agreement.

2. Services. The Adviser shall provide Client the tax and financial planning services described below:

- A. Preparation of Last Will and Testament
 - 1. The Adviser shall consult and advise the Client regarding the lawful distribution of the Client’s estate.
 - 2. Upon the request of the Client, the Adviser shall recommend a qualified attorney to prepare a last will and testament and medical advance care directive for the Client.
- B. Tax Liability Planning
 - 1. The Adviser shall annually provide advice on Client’s personal income tax liability.
- C. Financial Counsel and Advice
 - 1. The Adviser shall provide such advice and counsel as the Client requests from time to time as

to those matters which touch and concern the financial matters of the Client or the Client's family.

2. At Client's request, Adviser shall review any contracts or agreements, which shall have a significant effect on Client's finances.
3. At Client's request, Adviser shall review the financial matters of the Client and advise the Client as to the conservation of assets and production of income so as to lawfully minimize the income tax liability of the Client.
4. At Client's request, Adviser, as an Oklahoma registered investment Adviser, shall recommend appropriate investments and make trades of recommended securities in brokerage accounts for which the Client has provided Adviser with trading authority. Such trades shall only be made with the Client's authorization on a non-discretionary basis.
5. The Adviser and the Client agree this Agreement covers only the services described above and the fees described in paragraph 1 above are full and final payment for such services;

3. No Custody on Client Assets. The Client understands that the Adviser does not have custody of any client assets in any Account. Accordingly, the Adviser shall have no liability to the Client for any loss or other harm to any assets or property in any brokerage account, including any harm to any assets or property in an account.

4. Non-Assignment. Either party may not assign this Agreement without the prior written consent of the other party.

5. Conflicts of Interest. The Adviser may refuse to perform any services under paragraph 2, which, in the sole discretion of the Adviser, creates or constitutes a conflict of interest.

6. Responsibility for Timely Performance. The Client agrees to provide information required to perform the above services as expeditiously as possible to ensure timely performance by the Adviser. The Client understands Adviser, in the performance of its obligations and duties under the Agreement, is entitled to rely upon the accuracy of information furnished by the Client without further investigation.

7. Client Authority. If the Client is not a natural person, the Client represents it is authorized to execute this Agreement and terms of this Agreement do not violate any of Client's legal or other obligations. The Client agrees Adviser will not be liable for any losses, costs or claims suffered or arising out of the Client's lack of authority.

8. Renewal and Termination.

- A. Ongoing Financial Planning Agreements shall automatically renew on a monthly basis, on the date specified in the Agreement.
- B. The Client may terminate the Ongoing Financial Planning Agreement without penalty by providing written notice within ten days of signing the Agreement.
- C. If the Client terminates after the ten day cancellation period, but within the first month, all Ongoing Financial Planning fees paid to that point are non-refundable. If the Adviser terminates after the ten day cancellation period, but within the first month, all Ongoing Financial Planning fees paid to that point will be refunded.
- D. After the first month, if either Client or Adviser terminates the Agreement, the following terms will apply:
 1. If termination occurs on the 1st-15th days of the month, then the final monthly fee will be 50% of the usual monthly fee and any excess pre-paid fee will be returned to the Client.
 2. If termination occurs on the 16th-31st days of the month, then the final monthly fee will be 100% of the usual fee and no refund will be issued to the Client.
- E. The Adviser may terminate this Agreement without notice if the Client fails to pay fees in a timely manner, intentionally provides false or misleading information, or intentionally fails to respond to a request by Adviser to provide information necessary to perform the services required under this Agreement.

9. Mediation/Arbitration. Any claim or controversy arising out of or relating to the Agreement, including,

without limitation, the Adviser's performance, or interpretation of the Agreement, shall be settled either by mediation instituted at the request of either party, or if not resolved by mediation, by arbitration. Any mediation or arbitration will be in Oklahoma, unless otherwise agreed to by both parties. Judgment on any arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. Notwithstanding the foregoing, the above mediation/arbitration clause in no way limits or affects the client's rights under the Investment Adviser's Act of 1940 or related state securities statutes.

10. Receipt of Form ADV and Privacy Statement. Client acknowledges receipt of Part 2 of Form ADV or a brochure containing the equivalent information and a Privacy Statement. The Client has the right to terminate the contract without penalty within five business days after entering into this Agreement.

11. Governing Law Disputes. To the extent Federal law does not apply to this Agreement, it shall be construed in accordance with the laws of the State of Oklahoma.

12. Confidential Relationship. All information and advice furnished by either party to the other or the other's agents and employees in connection with this Agreement will be treated as confidential and will not be disclosed to third parties except as required by law. Client authorizes Adviser to disclose to custodian or third-party professionals including attorneys, insurance Advisers or CPA's, information Adviser deems necessary and appropriate to properly perform its obligations under this Agreement.

13. Attorney Fees. In the event any suit or action is filed to enforce or interpret the terms and obligations of this Agreement, the prevailing party shall be entitled to its reasonable attorney fees and costs, including reasonable post-judgment attorney fees incurred in collection efforts.

14. Adviser Liability & Indemnification. Client understands not every investment decision or recommendation made by Adviser will be profitable. The Client agrees to assume all market risk involved relating to services provided under this Agreement. Nothing in this Agreement shall relieve Adviser from any responsibility or liability Adviser may have under state or federal statutes.

15. Entire Agreement. This Agreement states the entire agreement between the parties relating to the above.

The parties have signed this Agreement as of the _____ of _____, 20__.

This Agreement is effective upon the signature of all the undersigned parties.

Client(s)

Step By Step Financial LLC

Signature

Signature

Kevin Jacobs, CFP Owner

Signature

**Schedule A
Fee Schedule**

Monthly Fee Schedule

Monthly Fee Due on the 1 st of Each Month	Investment Assets
\$250	\$0-\$500,000
\$500	\$500,001-\$1,000,000
\$750	\$1,000,001-\$1,500,000
\$1,000 (maximum monthly fee)	\$1,500,001+

Client(s) Initials: _____

Adviser Initials: _____

Date: _____