

## Steigerwald, Gordon & Koch Inc.– Form CRS

### Item 1 – Introduction

Steigerwald, Gordon & Koch Inc. (“we” or “us”) is registered with the Securities Exchange Commission (“SEC”) as an investment adviser. Our services and compensation structure differ from a registered broker-dealer, and it is important for you to understand the differences between those structures. Free and simple tools are available to research firms and financial professionals at [www.investor.gov/CRS](http://www.investor.gov/CRS). The site also provides educational materials about broker-dealers, investment advisers and investing. The italicized sentences appearing in text boxes below are intended to be “conversation starters” for you to have with us, as required by the instructions to Form CRS.

### Item 2 – Relationships and Services

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

We offer to provide discretionary investment advisory services and limited financial planning and consulting services to individuals and their trusts and estates (“you,” “clients,” or “retail investors”). We manage portfolios based on each client’s unique investment objectives, risk tolerance, investment time horizon, withdrawal requirements, and other special circumstances. We monitor portfolios periodically and make changes to them as we deem necessary. When we manage your portfolio on a discretionary basis, we have the authority to buy and sell investments in your accounts without speaking to you before doing so. However, you can place reasonable restrictions on the securities that we buy by notifying us, in writing. We may also agree to provide financial planning and consulting services as part of our advisory services without additional charge, or in limited cases on a stand-alone separate fee basis. When we provide those services, we rely upon the information provided by the client and do not verify or monitor that information while or after providing them. Our financial planning and consulting services are completed upon the communication of our recommendations to the client. We do not have to limit the type of securities we trade for retail investors to proprietary products or a limited group or type of investment, but we generally build and manage portfolios using various individual equity (stocks), debt (bonds), mutual funds, exchange traded funds (“ETFs”), and other fixed income securities. We generally prefer/require a minimum asset level of \$500,000 for investment advisory services, which we can agree to modify in certain circumstances. For more detailed information about our Advisory Business and the Types of Clients we generally service, please see Items 4 and 7, respectively in our [Form ADV Part 2A](#).

#### *Conversation Starters:*

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

### Item 3 – Fees, Costs, Conflicts, and Standard of Conduct

#### **What fees will I pay?**

We provide services to and receive fees only from our clients for those services. We do not accept commissions from third parties in connection with the investment advice we give. For investment advisory services, and with certain exceptions described in Item 5A in our [Form ADV Part 2A](#), our fee is generally based upon the following tiered fee schedule:

<u>Market Value of Portfolio</u>	<u>% of Assets</u>
First \$1,000,000	1.00%
Next \$1,000,001 to \$2,000,000	0.75%
Next \$2,000,001 to \$5,000,000	0.50%
Next \$5,000,001 to \$10,000,000	0.40%
Next \$10,000,001 +	0.30%

Because our fee is based on the amount of your assets under our management: the more assets you designate for our management, the more you will pay us for our services. Therefore, we have an incentive to encourage you to increase the amount of assets that you designate for our management. However, as your assets under our management increase, the fee percentage decreases incrementally. In limited cases, we may also offer to provide stand-alone financial planning or consulting services at a negotiable fee of between \$75 and \$300 per hour. We either deduct our fees from one or more of your investment accounts or bill you for our services on quarterly basis, in advance. For more detailed information about our investment advisory fees, please see Item 5 in our [Form ADV Part 2A](#). Your account will be held with a qualified custodian. You will also be responsible for the fees and expenses charged by qualified custodians and imposed by broker dealers according to their fee schedules. Those fees and expenses include but are not limited to, transaction charges, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions, as applicable.

A copy of our Part 2A is available at:

[https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd\\_iapd\\_Brochure.aspx?BRCHR\\_VRSN\\_ID=1022189](https://files.adviserinfo.sec.gov/IAPD/Content/Common/crd_iapd_Brochure.aspx?BRCHR_VRSN_ID=1022189)

If your assets are invested in mutual funds, ETFs, or other registered and unregistered investment companies, you will also bear your pro rata share of the investment management fees and other fees of the funds, which are in addition to the fees you pay us. These fees and expenses are described in each fund's prospectus or other offering documents. 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. For more detailed information about our fees and costs related to our management of your account, please see Item 5 in our [Form ADV Part 2A](#).

*Conversation Starters:*

*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. 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. Here are some examples to help you understand what this means:

- \* We may recommend a particular broker-dealer/custodian that has engaged us in a referral program and from whom we receive support services. This presents conflicts of interest, because our receipt of their support and the referral fee structure makes us more inclined to continue using and recommending them for brokerage and services.
- \* We may recommend rollovers out of employer-sponsored retirement plans and into Individual Retirement Accounts that we manage for an asset-based fee. If we don't currently manage or advise on your account held with your employer's plan, this will increase our compensation.

*Conversation Starters:*

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

For more detailed information about our conflicts of interest, please review Item 4, 11 and 12 of our [Form ADV Part 2A](#).

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

Our financial professionals are generally compensated on a salary basis and are eligible to receive discretionary bonuses that can be but are not necessarily based on the acquisition of new clients and the growth of client accounts. Others are compensated in whole or in part based on the acquisition of new clients and the growth of those clients' accounts. Finally, some of our financial professionals are equity owners of the firm, who stand to receive their respective shares of the firm's profits. These compensation structures present conflicts of interest, as they can incentivize our financial professionals to recommend that you engage our firm and place additional assets under our management. You should discuss your financial professional's compensation directly with your financial professional.

**Item 4 – Disciplinary History**

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

No. We encourage you to visit [www.Investor.gov/CRS](http://www.Investor.gov/CRS) to research our firm and our financial professionals.

*Conversation Starters:*

*As a financial professional, do you have any disciplinary history? If so, for what type of conduct?*

**Item 5 – Additional Information**

Additional information about our firm is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You may contact our Chief Compliance Officer to request a current copy of our [Form ADV Part 2A](#) or our relationship summary. Our Chief Compliance Officer may be reached by phone at (703) 777-8826.

*Conversation Starters:*

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