

# Hemington Wealth Management, LLC

**7651 Leesburg Pike**

**Falls Church, VA 22043**

Phone: (703) 828-2479

Web Site: [www.hemingtonwm.com](http://www.hemingtonwm.com)

## **Chicago Office**

150 S. Wacker, Suite 2400

Chicago IL 60606

Phone: (312) 757-5339

January 2024

## **FORM ADV PART 2A BROCHURE**

This brochure provides information about the qualifications and business practices of Hemington Wealth Management, LLC. If you have any questions about the contents of this brochure, please contact us at (703) 828-2479 and/or [info@hemingtonwm.com](mailto:info@hemingtonwm.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.

Additional information about Hemington Wealth Management, LLC is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Click on the "Investment Adviser Search" link and then search for "Investment Adviser Firm" using the firm's IARD number, which is 169024.

## **Material Changes**

Form ADV Part 2A, Item 2

The purpose of this page is to inform you of any material changes since the last annual update to this brochure. If you are receiving this brochure for the first time, this section may not be relevant to you.

Hemington Wealth Management, LLC reviews and updates our brochure at least annually to make sure that it remains current. We have made no material changes since our last annual update to this brochure dated January 2023.

Hemington Wealth Management, LLC will further provide you with a new brochure as necessary based on changes or new information, at any time, without charge.

Currently, our brochure may be requested by contacting us at (703) 828-2479 and/or [info@hemingtonwm.com](mailto:info@hemingtonwm.com).

Additional information about Hemington Wealth Management, LLC is also available via the SEC's website, [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The SEC's website also provides information about any persons affiliated with Hemington Wealth Management, LLC who are registered, or are required to be registered, as investment adviser representatives of Hemington Wealth Management, LLC.

**Table of Contents**

Form ADV Part 2A, Item 3

**Cover Page**..... i  
**Material Changes**..... ii  
**Form ADV Part 2A, Item 2**..... ii  
**Table of Contents** ..... iii  
**Advisory Business** ..... 1  
**Disclosure Statement**..... 3  
**Performance-Based Fees and Side-By-Side Management**..... 6  
**Types of Clients**..... 6  
**Methods of Analysis, Investment Strategies and Risk of Loss** ..... 6  
**Disciplinary Information** ..... 9  
**Other Financial Industry Activities and Affiliations** ..... 10  
**Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**.... 10  
**Brokerage Practices**..... 11  
**Review of Accounts** ..... 13  
**Client Referrals and Other Compensation** ..... 13  
**Custody** ..... 13  
**Investment Discretion** ..... 14  
**Voting Client Securities** ..... 14  
**Financial Information** ..... 15  
**Chicago Office** ..... 16  
**FORM ADV PART 2B BROCHURE SUPPLEMENT**..... 16  
    Eileen M. O’Connor, CFP®, MBA ..... 17  
    Michael Byman, CFP®, MBA ..... 17  
    Travis Johnson, CFP® ..... 18  
    Jennifer Lake Dawson, CFP® ..... 18  
    Amy A. Mitchell, CFA, CFP® ..... 19  
    Ally Mastrota, CFP® ..... 19  
    Paige Mabry, CFP® ..... 20  
    Carrie J. Leinbach ..... 20  
    James “Cole” DeLucas, CFP® ..... 21  
    Steven Cherry, CFP® ..... 21

## **Advisory Business**

Form ADV Part 2A, Item 4

### **About Hemington Wealth Management, LLC**

Hemington Wealth Management, LLC (“Hemington”) is a limited liability company formed in 2013 in the state of Virginia. The principal owner of the firm is Eileen O’Connor. The major decisions of a strategic and administrative nature for the firm are undertaken by Ms. O’Connor.

This narrative brochure provides clients with information regarding Hemington and the qualifications, business practices, and nature of advisory services that should be considered before becoming an advisory client of Hemington.

Prior to engaging Hemington to provide services, clients are required to enter into an agreement with Hemington setting the terms and conditions of the engagement (including termination), describing the scope of the services to be provided, and the portion of the fee that is due from the client prior to Hemington beginning services. It remains the client’s responsibility to promptly notify Hemington if there is ever any change in the client’s financial situation or investment objectives for the purpose of reviewing/evaluating/revising Hemington’s previous recommendations and/or services.

### **Wealth Management**

The client may engage Hemington to provide both ongoing financial consulting and investment management on a fee-only basis. This process is customizable to the unique needs of the client. For new clients, usually in the first 12 to 24 months of working with Hemington, there will be meetings as often as necessary to establish the full breadth of planning recommendations and to implement such recommendations.

Subject to any written guidelines, which the client may provide, Hemington will be granted discretion and authority to manage the client’s investment account(s). Accordingly, Hemington is authorized to perform various functions, at the client’s expense, without further approval from the client. Such functions include making all investment decisions on the (a) securities purchased/sold and (b) the amount of securities to be purchased/sold. Once the portfolio is constructed, Hemington provides ongoing supervision and rebalancing of the portfolio as changes in market conditions and client circumstances may require.

Hemington primarily allocates investment management assets of its client accounts among various asset classes using mutual funds and exchange traded funds (ETFs), (and to a much lesser extent, among various individual debt and equity securities), on a discretionary basis, in accordance with the investment objectives of the client as set forth in an Investment Policy Statement prepared by Hemington for review and acceptance by the client. Unless the client directs otherwise, Hemington shall primarily recommend that all investment management accounts be maintained at Charles Schwab and Co., Inc (“Schwab”), member FINRA/SIPC/NFA. Schwab is an independent SEC-registered broker-dealer.

Hemington may offer investments through a third-party investment adviser (“sub-adviser”). All sub-advisers to whom Hemington refers its clients will be a registered investment adviser with the Securities and Exchange Commission or other appropriate jurisdictions. At the time of the referral to the sub-adviser, the clients receive full disclosure that includes detailed information on the services offered and other pertinent disclosures by delivery of a copy of the relevant sub-adviser’s Form ADV Part 2 or equivalent disclosure documents. In addition, if the investment program recommended to a client is a wrap fee program, the client will also receive the equivalent wrap fee brochure provided by the sponsor of the program. Hemington will provide each client with all appropriate disclosure statements.

After consultation with Hemington, clients may impose restrictions on investing in certain securities or types of securities. Other restrictions may be imposed by clients with respect to the (average or longest) maturity or credit quality of fixed income investments. In either case, all restrictions must be in writing.

If requested by the client, Hemington may recommend the services of other professionals for implementation purposes. The client is under no obligation to engage the services of any such recommended professional. The client retains absolute discretion over all such implementation decisions and is free to accept or reject any recommendation from Hemington. If a client engages any such recommended professional, and a dispute arises thereafter relative to such engagement, the client agrees to seek recourse exclusively from and against the engaged professional.

### **Investment Management**

Hemington provides continuous advice 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, a client's personal investment policy is developed and a portfolio managed based on that policy.

Investment management accounts are managed on a discretionary basis. Account supervision is guided by the client's stated objectives. Each client has a responsibility to inform Hemington of any changes to financial circumstances or investment objectives.

As discussed above, Hemington may offer investments through a third-party investment adviser ("sub-adviser").

Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors.

### **Financial Planning and Consulting**

Hemington offers advanced financial planning services. Such advice will typically involve providing a variety of services, principally advisory in nature, to clients regarding the management of the client's financial resources based upon an analysis of each client's individual needs. The process typically begins with an initial complementary consultation. Once such information has been studied and analyzed, a financial plan – designed to achieve the client's expressed financial goals and objectives – will be produced and presented to the client.

To the extent requested by the client, financial planning advice may be rendered in the areas of business planning, retirement planning, personal tax planning, estate planning, insurance planning, college planning, and compensation and benefits planning, among others.

Financial plans are based on the client's financial situation at the time the plan is presented and are based on financial information disclosed by the client to Hemington. Clients are advised that certain assumptions will be made with respect to interest and inflation rates and use of past trends and performance of the market and economy. Past performance is in no way an indication of future performance. Hemington cannot offer any guarantees or promises that the client's financial goals and objectives will be met. As the client's financial situation, goals, objectives, or needs change, the client must notify Hemington promptly.

### **Retirement Accounts and ERISA**

When we provide investment advice to you regarding your retirement plan account or individual retirement account, we are fiduciaries within the meaning of Title I of the Employee Retirement Income Security Act and/or the Internal Revenue Code, as applicable, which are laws governing retirement accounts. The way we make money creates some conflicts with your interests, so we operate under a special rule that requires us to act in your best interest and not put our interests ahead of yours.

Under this special rule's provisions, we must:

- Meet a professional standard of care when making investment recommendations (give prudent advice);
- Never put our financial interests ahead of yours when making recommendations (give loyal advice);
- Avoid misleading statements about conflicts of interest, fees, and investments;
- Follow policies and procedures designed to ensure that we give advice that is in your best interest;
- Charge no more than is reasonable for our services; and
- Give you basic information about conflicts of interest.

Retirement Rollovers-No Obligation/Conflict of Interest: A client leaving an employer typically has four options (and may engage in a combination of these options): 1) leave the money in his former employer's plan, if permitted, 2) roll over the assets to his/her new employer's plan, if one is available and rollovers are permitted, 3) rollover to an Individual Retirement Account (IRA), or 4) cash out the account value (which could, depending upon the client's age, result in adverse tax consequences).

Hemington may recommend an investor roll over plan assets to an IRA managed by Hemington. As a result, Hemington may earn an asset-based fee; however, a recommendation that a client or prospective client leave their plan assets with their old employer will result in no compensation. Hemington has an economic incentive to encourage an investor to roll plan assets into an IRA that Hemington will manage.

There are various factors that Hemington may consider before recommending a rollover, including but not limited to: i) the investment options available in the plan versus the investment options available in an IRA, ii) fees and expenses in the plan versus the fees and expenses in an IRA, iii) the services and responsiveness of the plan's investment professionals versus those of Hemington, iv) required minimum distributions and age considerations, and vi) employer stock tax consequences, if any. No client is under any obligation to roll over plan assets to an IRA managed by Hemington.

### **Trade Error Policy**

Should they occur, losses resulting from Hemington's trade errors shall be reimbursed by either Hemington or the custodian depending on the dollar amount. Any gains will be donated by the custodian to a charity designated by Hemington.

### **Client Obligations**

In performing its services, Hemington is not required to verify any information received from the client or from the client's other professionals. Moreover, each client is advised that it remains his or her responsibility to promptly notify Hemington if there is ever any change in the client's financial situation or investment objectives during the client engagement.

### **Disclosure Statement**

A copy of Hemington's written brochure as set forth on Part 2A of Form ADV shall be provided to each client prior to, or at the same time as, the execution of the Financial Planning and Consulting Agreement and/or Investment Advisory Agreement. Any client who has not received a copy of Hemington's written brochure at least 48 hours prior to executing the Financial

Planning and Consulting Agreement and/or Investment Advisory Agreement shall have five business days subsequent to executing the agreement to terminate Hemington's services without penalty.

#### **Non-Participation in Wrap Fee Programs**

Hemington, as a matter of policy and practice, does not sponsor any wrap fee program. A wrap fee program is defined as any advisory program under which a specified fee or fees not based directly upon transactions in a client's account is charged for investment supervisory services (which may include portfolio management or advice concerning the selection of other investment advisers) and the execution of client transactions.

#### **Amount of Assets Under Management**

As of December 31, 2023, Hemington provides investment management services to approximately to \$879.3 million in client assets on a discretionary basis and \$15.1 million on a non-discretionary basis.

#### **Our Policy on Class Action Lawsuits**

From time to time, securities held in the accounts of clients will be the subject of class action lawsuits. Hemington has no obligation to determine if securities held by the client are subject to a pending or resolved class action lawsuit. It also has no duty to evaluate a client's eligibility or to submit a claim to participate in the proceeds of a securities class action settlement or verdict. Furthermore, Hemington has no obligation or responsibility to initiate litigation to recover damages on behalf of clients who may have been injured as a result of actions, misconduct, or negligence by corporate management of issuers whose securities are held by clients.

Where Hemington receives written or electronic notice of a class action lawsuit, settlement, or verdict affecting securities owned by a client, it will forward all notices, proof of claim forms, and other materials, to the client. Electronic mail is acceptable where appropriate if the client has authorized contact in this manner.

### ***Fees and Compensation***

Form ADV Part 2A, Item 5

The client can engage Hemington to provide discretionary wealth management or investment management services on a fee-only basis. Hemington's annual wealth management fee shall range between 0.25% and 1.25% of the assets placed under Hemington's management and is based on the balance of the accounts managed and services provided.

Hemington's fees will be calculated on a quarterly basis at the beginning of each calendar quarter applying the applicable annual rates to the average daily balance of the account during the previous calendar quarter. For the period in which an account is opened, initial fees shall be based upon the average daily balance from the day Hemington begins management of the account through the last business day of the calendar quarter that the account was opened; alternately, fees may be waived during this period. For all subsequent quarters, fees will be based on the account's average daily balance during the previous calendar quarter.

The annual fee for investment management services provided are based upon a percentage (%) of the market value of the Assets under management in accordance with the fee schedule in the Agreement signed by the Client. Hemington considers cash to be an asset class and part of Assets under management and subject to the same fee calculation as the Client's non-cash investments.

Hemington generally requires a minimum account size of \$1,000,000 for investment management services. However, Hemington, in its sole discretion, may reduce its minimum

account size and/or charge a lesser investment management fee for bundled and unbundled services based upon certain criteria (i.e. anticipated future earning capacity, or additional assets, dollar amount of assets to be managed, related accounts, account composition, negotiations with client).

Payment for management fees will be made by the qualified custodian holding the client's funds and securities provided the client provides written authorization permitting the fees to be paid directly from the client's account. Hemington will not have access to client funds for payment of fees without client consent in writing. Further, the qualified custodian agrees to deliver a quarterly account statement directly to the client showing all disbursements from the account. The client is encouraged to review their account statements for accuracy. Hemington will receive a duplicate copy of the statement that was delivered to the client. Alternatively, Hemington may invoice clients directly for portfolio management fees. When clients are billed directly, payment is due upon receipt of Hemington's invoice.

Hemington charges an hourly fee of \$500 for advanced financial planning and consulting. When the scope of the financial planning services has been agreed upon, a determination will be made as to applicable fee, and an estimate will be provided to the client. The final fee, subject to negotiation, is directly dependent upon the facts and circumstances of the client's financial situation and the complexity of the financial plan or services requested. *In limited circumstances*, the cost/time could potentially exceed the initial estimate. In such cases, Hemington will notify the client and may request that the client pay an additional fee.

Hemington may require that the client pay an initial retainer in advance of any services rendered. The remaining balance is invoiced and payable at the end of each month. However, at Hemington's discretion, other fees and fee payment arrangements may be negotiated. The fees and terms of the financial planning services will be clearly set forth in the client agreement executed between the client and Hemington.

## **General Information**

**Termination of the Advisory Relationship:** An advisory client will have a period of five (5) business days from the date of signing the investment advisory agreement to unconditionally rescind the agreement and receive a full refund of all fees. Thereafter, either party may terminate the investment advisory agreement with 30 days written notice. Upon termination, fees will be prorated to the date of termination. Any unearned fees will be refunded to the client.

**Mutual Fund Fees:** All fees paid to Hemington for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds, sub-advisors, and/or ETFs to their shareholders. These fees and expenses are described in each fund's prospectus. These fees will generally include a management fee, other fund expenses, and a possible distribution fee. A client could invest in a mutual fund directly, without our services. In that case, the client would not receive the services provided by our firm which are designed, among other things, to assist the client in determining which mutual fund or funds are most appropriate to each client's financial condition and objectives. Accordingly, the client should review both the fees charged by the funds and our fees to fully understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services being provided.

**Additional Fees and Expenses:** In addition to our advisory fees, clients are also responsible for the fees and expenses charged by custodians and imposed by broker dealers, including, but not limited to, any transaction charges imposed by a qualified custodian/broker dealer with which an independent investment manager effects transactions for the client's account(s). Please refer to the "Brokerage Practices" section (Item 12) of this Form ADV for additional information.



**Grandfathering of Minimum Account Requirements:** Pre-existing advisory clients are subject to Hemington’s minimum account requirements and advisory fees in effect at the time the client entered into the advisory relationship. Therefore, our firm’s minimum account requirements will differ among clients.

**Custodian Fees:** The account Custodian may charge fees, which are in addition to and separate from the investment advisory service fee. Custodians may charge accounts for various transaction costs, retirement plan and administration fees.

**ERISA Accounts:** Hemington is deemed to be a fiduciary to advisory clients that are employee benefit plans or individual retirement accounts (IRAs) pursuant to the Employee Retirement Income and Securities Act (“ERISA”), and regulations under the Internal Revenue Code of 1986 (the “Code”), respectively. As such, our firm is subject to specific duties and obligations under ERISA and the Internal Revenue Code that include among other things, restrictions concerning certain forms of compensation.

**Advisory Fees in General:** Clients should note that similar advisory services may (or may not) be available from other registered (or unregistered) investment advisers for similar or lower fees.

**Limited Prepayment of Fees:** Under no circumstances do we require or solicit payment of fees in excess of \$1,200 more than six months in advance of services rendered.

### ***Performance-Based Fees and Side-By-Side Management***

Form ADV Part 2A, Item 6

Item 6 is not applicable to Hemington. Hemington 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). Such acceptance or management would pose a significant conflict of interest to our clients because performance-based fees may provide an incentive to make investment decisions that pose excessive or inappropriate risk to the client’s financial situation. Hemington considers avoidance of such conflict a paramount policy in maintaining our fiduciary duty to our clients.

### ***Types of Clients***

Form ADV Part 2A, Item 7

Hemington offers personalized investment supervisory services to high net worth individuals, individuals, trusts, employer sponsored retirement plans, endowments and foundations. Client relationships vary in scope and length of service.

### **Required Minimum Client Accounts**

Hemington requires a minimum of \$1,000,000 to establish a new advisory account; however, the minimum may be waived at the sole discretion of the firm.

### ***Methods of Analysis, Investment Strategies and Risk of Loss***

Form ADV Part 2A, Item 8

Before designing investment plans for clients, Hemington will evaluate the client’s current investments to determine whether the client’s goals harmonize with the client’s financial objectives. In designing investment plans for clients, Hemington relies upon the information supplied by the client and client’s other professional advisors. Such information may pertain to the client’s financial situation, estate planning, tax planning, risk management, short-term and

long-term lifetime financial goals and objectives, investment time horizon, and perceived current tolerance for risk. Hemington will design and propose a portfolio to help clients attain the client's financial goals.

This information will become the basis for the strategic asset allocation plan which Hemington believes will best meet the client's stated personal financial goals. The strategic asset allocation provides for investments in those asset classes which Hemington believes will possess attractive combinations of return, risk, and correlation over the long term.

When Hemington invests client assets, asset allocation techniques are used which include stocks and bonds of varying characteristics and from both the United States and foreign markets. Hemington invests for the long term and expects that not all investments in a given portfolio will perform in unison with other assets in the same portfolio. Hemington manages money for the clients' downside protection, in addition to upside gain. Hemington does not systematically re-balance the portfolio on a calendar basis, but monitors each portfolio's asset allocation and will make adjustments where appropriate. Hemington's portfolio management decisions are made considering only the assets being managed and not with regards to other investments the client may hold.

Hemington may also provide advice on any type of investment held in a client's portfolio at the inception of the advisory relationship. Hemington will explore other investment options at the client's request. Additionally, Hemington reserves the right to advise clients on any other type of investment that it deems appropriate based on the client's stated goals and objectives.

Hemington utilizes a fundamental analysis approach. A fundamental approach to investment analysis includes such factors as economic conditions, earnings, industry outlook, political conditions (as they relate to the investment), historical data, price/earnings ratios, dividends, general level of interest rates, company management and tax benefits. Sources of information include academic research and journals, research materials prepared by others, corporate rating services, annual reports, prospectuses, filings with the Securities and Exchange Commission, and company press releases.

Other sources that the firm uses include Morningstar mutual fund information, Morningstar stock information, and other information available on the internet.

## **Investment Strategies**

Diversification across multiple asset classes is the primary characteristic of a well-designed portfolio. This objective is to capture the return behavior of an entire asset class. This approach is based upon the major tenets of Modern Portfolio Theory which states that markets are "efficient" and that an investor's returns are determined principally by asset allocation decisions, not market timing or selection of specific securities. We do not rely on economic forecasts, employ timing strategies which shift allocations between stocks, bonds and cash or search for "undiscovered" stocks. Asset classes with different risk/return profiles are combined together in an attempt to both lower the volatility of the overall portfolio and enhance returns.

Investment recommendations will be limited, in general, to institutional mutual funds, exchange traded funds, sub-advisor accounts with specific strategies, or direct fixed income obligations in the following categories:

1. Cash and cash equivalents, including money market funds and bank certificates of deposit
2. Bonds (Corporate, U.S. government, municipal, or foreign government)
3. Stocks (U.S. and foreign-based companies) and Real Estate (REIT's)

#### 4. Alternative asset classes or investment strategies

### **Portfolio Review and Rebalancing**

Market conditions cause the investment in various asset classes to vary from the initial allocation guidelines established for the client. Each asset class in which the client is invested will be reviewed periodically by Hemington and rebalanced to a desired weighting when appropriate. When available, new cash flows will be deployed in a manner consistent with rebalancing the asset allocation. In the absence of cash flows, Hemington will effect transactions to rebalance the portfolio. Income tax considerations are often reviewed where appropriate in determining rebalancing activity.

From time to time, based on changing economic or life circumstances or new academic research, it is desirable to make changes in asset allocation. Such changes should not, however, be made due to expectations of the relative short-term performance of individual asset classes.

### **Investment Strategy Performance**

Asset class investment performance is cyclical and, therefore, may experience periods of time in which investment objectives are not met. In addition, unless there are extenuating circumstances, patience will often prove appropriate when performance has been disappointing for a particular asset class, or the overall portfolio.

For the overall portfolio, the client should allow a five- year time period or longer for achieving the stated investment return objectives. Shorter time frames contradict the principles of long-term investing. Under no circumstances, however, can results be guaranteed.

Hemington will provide advice on other partnership interests, including equipment leases, tax credit programs, and managed portfolios of debt and equity securities, depending on the situation. Please note that private investment funds generally involve various risk factors and liquidity constraints, a complete discussion of which is set forth in each funds' offering documents, which will be provided to each client for review and consideration. Each prospective client investor will be required to complete a Subscription Agreement, pursuant to which the client shall establish that the client is qualified for investment in the fund, and acknowledges and accepts the various risk factors that are associated with such an investment.

### **Risk of Loss**

Investing in securities involves risk of loss that clients should be prepared to bear. Hemington's investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

Interest-rate Risk: The risk that investment returns will be affected by changes in the level of interest rates. When interest rates increase, the prices and values of bonds decrease. When interest rates decrease, the prices and values of bonds increase.

Market Risk: The risk that investment returns will be affected by changes in the overall level of the stock market. When the stock market as a whole increases or decreases virtually all stocks are affected to some degree.

Reinvestment Rate Risk: The risk incurred when an investment's income is reinvested at a lower rate than the rate that existed at the time the original investment was made. This risk is most prevalent when interest rates fall.

Purchasing Power Risk (Inflation Risk): The risk that inflation will affect the return of an investment in real dollars. In other words, the amount of goods that one dollar will purchase decreases with time. Investments that have low returns, such as savings accounts, are not likely

to keep up with inflation. Investments with fixed returns, such as bonds, will decrease in value because their purchasing value will decrease with inflation.

Business Risk: The risk associated with a particular industry or firm. These are factors that affect the industry or firm, but do not affect the whole market. They include government regulations, management competency, or local or regional economic factors.

Financial Risk: The risk associated with the mix of debt and equity used to finance a firm. The greater the financial leverage, the greater the financial risk.

Currency Risk (Exchange Rate Risk): The risk that a change in the value of a foreign currency relative to the U.S. dollar will negatively affect a U.S. investor's return.

Liquidity Risk: Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.

In general, cash equivalents provide liquidity with minimum income, and a return of principal with no capital appreciation. Cash equivalents are, however, subject to purchasing power risk.

Fixed income investments provide current income. Usually, the longer the maturity of the security, the higher the income it will generate. Also, with longer maturities, fixed income investments will have greater price volatility and greater opportunity for capital gains or capital losses. Fixed income investments are subject to interest rate risk, reinvestment rate risk, and purchasing power risk. In addition, foreign bonds would be subject to currency rate risk and junk bonds would be subject to business risk and financial risk.

The return of principal for bond funds and funds with significant underlying bond holdings is not guaranteed. Mutual fund shares are subject to the same interest rate, inflation and credit risks associated with the underlying bond holdings. Lower rated bonds are subject to greater fluctuations in value and risk of loss of income and principal than higher rated bonds.

Equity investments are subject to greater volatility, thus providing a greater opportunity for capital gains, and a greater opportunity for capital losses. Equity investments offer little or no current income. Equity investments are subject to market risk and interest rate risk, while providing an opportunity to protect against purchasing power risk. Also, stock mutual funds, rather than individual equities, may limit the exposure to business risk and financial risk.

Investing outside the United States involves additional risks, such as currency fluctuations, periods of illiquidity and price volatility. These risks may be heightened in connection with investments in developing countries. Small-company stocks entail additional risks, and they can fluctuate in price more than larger company stocks.

Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value.

Different types of investments involve varying degrees of risk, and the client should not assume that future performance of any specific investment or investment strategy (including the investments and/or investment strategies recommended by Hemington) will be profitable or equal to any specific performance level(s).

### ***Disciplinary Information***

Form ADV Part 2A, Item 9

Hemington Wealth Management, LLC has no reportable legal or disciplinary events.

### ***Other Financial Industry Activities and Affiliations***

Form ADV Part 2A, Item 10

Neither Hemington, nor its representatives, are registered or have an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.

Neither Hemington, nor its representatives, are registered or have an application pending to register, as a futures commission merchant, a commodity pool operator, a commodity trading advisor, or a representative of the foregoing.

### ***Code of Ethics, Participation or Interest in Client Transactions and Personal Trading***

Form ADV Part 2A, Item 11

Hemington has 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, and personal securities trading procedures, among other things. All supervised persons at Hemington must acknowledge the terms of the Code of Ethics annually, or as amended.

Hemington's clients or prospective clients may request a copy of the firm's Code of Ethics by contacting Eileen O'Connor, Chief Compliance Officer, at (703) 828-2480 and/or [info@hemingtonwm.com](mailto:info@hemingtonwm.com).

Neither Hemington nor any related person of Hemington recommends, buys, sells for client accounts, securities in which Hemington or any related person of Hemington has a material financial interest.

Hemington and/or representatives of Hemington buy or sell securities that are also recommended to clients. This practice could create a situation where Hemington and/or representatives of the firm are in a position to materially benefit from the sale or purchase of those securities. Therefore, this situation creates a potential conflict of interest. In addition, Hemington has policies in place to help detect insider trading, "front-running" (i.e., personal trades executed prior to those of Hemington's clients) and other potentially abusive practices.

Hemington maintains and enforces written policies reasonably designed to prevent the misuse of material non-public information by Hemington or any person associated with Hemington.

Hemington has a personal securities transaction policy in place to monitor the personal securities transactions and securities holdings of each of Hemington's "Access Persons". Hemington's securities transaction policy requires that Access Persons of Hemington must provide the Chief Compliance Officer with a written report of the current reportable securities holdings within ten (10) days after becoming an Access Person. Additionally, each Access Person must provide the Chief Compliance Officer with a written report of the Access Person's current reportable securities holdings at least once each twelve (12) month period thereafter.

It is Hemington's policy that the firm will not affect any principal or agency cross securities transactions for client accounts. Hemington believes that such transactions would pose a significant conflict of interest to Hemington's clients. Hemington considers avoidance of such conflict a paramount policy in maintaining its fiduciary duty to its clients.

## **Brokerage Practices**

Form ADV Part 2A, Item 12

In the event the client requests that Hemington recommend a broker dealer/custodian for custody and brokerage services (exclusive of those clients that may direct Hemington to use a specific broker-dealer/custodian), Hemington recommends Charles Schwab and Co., Inc. ("Schwab"). Prior to engaging Hemington to provide investment management services, the client will be required to enter into a formal Investment Advisory Agreement with Hemington setting forth the terms and conditions under which Hemington shall manage the client's assets, and a separate custodial/clearing agreement with each designated custodian.

Factors that Hemington considers when recommending Schwab (or any other broker-dealer/custodian to clients) include historical relationship with Hemington, financial strength, reputation, execution capabilities, pricing, research, and service. Although the commissions and/or transaction fees paid by Hemington's clients shall comply with Hemington's duty to obtain best execution, a client may pay a transaction fee that is higher than another qualified broker-dealer might charge to effect the same transaction. If this occurs, it is because Hemington determines, in good faith, that the transaction fee is reasonable in relation to the value of the brokerage and research services received. In seeking best execution, the determinative factor is not the lowest possible cost, but whether the transaction represents the best qualitative execution, taking into consideration the full range of broker-dealer services, including the value of research provided, execution capability, commission rates, and responsiveness. Accordingly, although Hemington will seek competitive rates, it may not necessarily obtain the lowest possible transaction rates for client account transactions. The brokerage commissions or transaction fees charged by the designated custodian are exclusive of, and in addition to, Hemington's investment management fee. Hemington's best execution responsibility is qualified if securities that it purchases for client accounts are mutual funds that trade at net asset value as determined at the daily market close.

When beneficial to the client, transactions may be effected through broker-dealers with whom Hemington or the client have entered into arrangements for prime brokerage clearing services (in which event, the client shall incur both the transaction fee charged by the executing broker-dealer and a "tradeaway" fee charged by Schwab).

### **Research and Additional Benefits**

Hemington may receive from Schwab without cost (and/or at a discount) compliance, marketing, technology and practice management products or services, certain of which assist Hemington to better monitor and service client accounts maintained at such institutions. There is no direct link between Hemington's participation in the institutional services advisor program and the investment advice it gives to its clients, although Hemington receives economic benefits through its participation in the program that are typically not available to Schwab 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 Advisor 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 Hemington by third-party vendors.

Some of the products and services made available by Schwab through the program or from some mutual funds companies may benefit Hemington but may not benefit its Client accounts.

These products or services may assist Hemington in managing and administering Client accounts, including accounts not maintained at Schwab. Other services made available by Schwab and some mutual funds companies are intended to help Hemington manage and further develop its business enterprise. The benefits received by Hemington or its personnel through participation in the program do not depend on the amount of brokerage transactions direct to Schwab. As part of its fiduciary duties to clients, Hemington endeavors at all times to put the interest of its clients first.

As indicated above, certain of the support services and/or products that may be received from Schwab or some mutual fund companies may assist Hemington in managing and administering client accounts. Others do not directly provide such assistance, but rather assist Hemington to manage and further develop its business enterprise.

Hemington's clients do not pay more for investment transactions effected and/or assets maintained at Schwab as a result of this arrangement. There is no corresponding commitment made by Hemington, or its associated persons, to Schwab or any other entity to invest any specific amount or percentage of client assets in any specific mutual funds, securities or other investment products as result of the above arrangement. Clients should be aware, however, that the receipt of economic benefits by Hemington or its related persons in and of itself creates a potential conflict of interest and could indirectly influence Hemington's choice of Schwab for custody and brokerage services or some mutual funds.

Hemington's Chief Compliance Officer, Eileen O'Connor, remains available to address any questions that a client or prospective client may have regarding the above arrangement and any corresponding perceived conflict of interest such arrangement may create.

### **Aggregation of Client Trades**

To the extent that Hemington provides investment management services to its clients, the transactions for each client account generally will be effected independently, unless Hemington decides to purchase or sell the same securities for several clients at approximately the same time. Hemington may (but is not obligated to) combine or "bunch" such orders to obtain best execution, to negotiate more favorable commission rates or to allocate equitably among Hemington's clients differences in prices and commissions or other transaction costs that might have been obtained had such orders been placed independently. Under this procedure, transactions will be averaged as to price and will be allocated among clients in proportion to the purchase and sale orders placed for each client account on any given day. Hemington shall not receive any additional compensation or remuneration as a result of such aggregation.

Hemington's employees are not registered representatives of Schwab or any other custodian/broker-dealer and do not receive any commissions or fees from recommending these services.

### **Directed Brokerage**

Some clients may instruct Hemington to use one or more particular brokers for the transactions in their accounts. Clients who want to direct Hemington to use a particular broker should understand that this may prevent Hemington from effectively negotiating brokerage compensation on their behalf. This arrangement could also prevent Hemington from obtaining the most favorable net price and execution. Thus, when directing brokerage business, clients should consider whether the commission expenses and execution, clearance and settlement capabilities that they will obtain through their broker are adequately favorable in comparison to those that Hemington would otherwise obtain for its clients. Clients are encouraged to discuss available alternatives with their advisory representative.

## ***Review of Accounts***

Form ADV Part 2A, Item 13

For those clients to whom Hemington provides investment management supervisory services, account reviews will be conducted on an ongoing basis by Hemington's Principals and/or Associated Persons. All investment supervisory clients are advised that it remains their responsibility to advise Hemington in writing of any changes in the client's investment objectives and/or financial situation, or if they wish to impose any reasonable restrictions on Hemington's discretionary management services. All clients (in person or electronically) are encouraged to review investment objectives and account performance with Hemington on an annual basis.

Hemington may conduct account reviews on an other than periodic basis upon the occurrence of a triggering event such as a market correction, large deposits or withdrawals from an account, substantial changes in the value of a client's portfolio, change in the client's investment objectives and client request.

### **Reports to Clients**

The account custodian provides trade confirmation and statements to clients on at least a quarterly basis. For those clients to whom Hemington provides investment supervisory services, they will generally receive performance reports for each quarter, and investment tax reports on an annual basis, unless otherwise agreed to with the client. Reports typically include summaries of client portfolio performance, investment holdings and account values. Additional reports are available and will be provided on an ad hoc basis.

## ***Client Referrals and Other Compensation***

Form ADV Part. 2A, Item 14

As reference in Item 12 above, Hemington receives an indirect economic benefit from Schwab. Hemington, without cost (and/or at a discount) receives support services and/or products from Schwab.

Hemington periodically receives client referrals from websites where they may be listed. In no case will the client pay any additional fees to Hemington for services if the referral comes from any of these listings.

Hemington does not employ/engage solicitors or pay related or on-related persons for referring potential clients to our firm.

## ***Custody***

Form ADV Part 2A, Item 15

Hemington is deemed to have custody of clients' funds as a result of third party SLOAs. Hemington is not required to obtain a surprise annual examination of client assets; however, we are required to list these accounts in Item 9 of ADV Part 1.

Also, with a client's consent, Hemington will be provided with the authority to seek deduction of Hemington's fees from a client's accounts. The account custodian does not verify the accuracy of Hemington's advisory fee calculation.

All Hemington clients receive account statements directly from qualified custodians, such as a bank or broker dealer that maintains those assets. The client should carefully review these account statements, and compare them to the quarterly or other reports provided by Hemington.



Statements provided by Hemington may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities. Hemington urges all clients to compare statements in order to ensure that all account transactions, including deductions to pay advisory fees, remain proper, and to contact Eileen O'Connor, Chief Compliance Officer with any questions or if they are not receiving at least quarterly custodial account statements.

As a result of assisting clients with third party standing letters of authorization to move funds to someone other than the client, the firm has been deemed to have custody. This is reported to the SEC but the firm believes it meets the conditions for exemption and is not required to seek a surprise annual audit.

### ***Investment Discretion***

Form ADV Part 2A, Item 16

Hemington typically receives discretionary authority from the client at the beginning of an advisory relationship to select the identity and amount of securities to be bought or sold. Prior to Hemington assuming discretionary authority over a client's account, the client shall be required to execute an Investment Advisory Agreement, granting Hemington full authority to buy, sell, or otherwise effect investment transactions. In addition, any investment discretion is obtained in writing through a limited power of attorney signed by the client prior. In all cases, however, such discretion is to be exercised in a manner consistent with the stated investment objectives for the particular client account.

Discretionary authority allows Hemington to perform trades in the client's account without further approval from the client. This includes decisions on the following:

- Securities purchased or sold
- The amount of securities to be purchased or sold

Once the portfolio is constructed, Hemington provides ongoing supervision and re-balancing of the portfolio as changes in market conditions and client circumstances may require.

Hemington seeks to undertake a minimal amount of trading in client accounts, in order to keep transaction fees, other expenses, and tax consequences associated with trading to minimal levels.

Clients who engage Hemington on a discretionary basis may, at any time, impose restrictions, in writing, on Hemington's discretionary authority (i.e. limit the types/amounts of particular securities purchased for their account, exclude the ability to purchase securities with an inverse relationship to the market, limit or proscribe Hemington's use of margin, etc.).

### ***Voting Client Securities***

Form ADV Part 2A, Item 17

Hemington will not vote proxies on behalf of advisory clients' accounts. Although, on rare occasions and only at the client's request, Hemington offers clients advice regarding corporate actions and the exercise of proxy voting rights.

Clients will receive their proxies or other solicitations directly from their broker-dealer/custodian.

## ***Financial Information***

Form ADV Part 2A, Item 18

Hemington does not require the prepayment of more than \$1,200 in fees per client, six months or more in advance. Hemington accepts limited forms of discretion over clients' accounts, as described in Item 16 of this brochure. Hemington is unaware of any financial condition that is reasonably likely to impair its ability to meet contractual commitments to clients. Hemington has never been the subject of a bankruptcy proceeding.

**Eileen M. O'Connor**  
**Michael Byman**  
**Travis Johnson**  
**Jennifer Lake Dawson**  
**Amy A. Mitchell**  
**Ally Mastrota**  
**Paige Mabry**  
**Benjamin R. Corson**  
**Carrie J. Leinbach**  
**James "Cole" DeLucas**  
**Steven Cherry**

**Hemington Wealth Management, LLC**

**7651 Leesburg Pike**  
**Falls Church, VA 22043**  
Phone: (703) 828-2479

**Chicago Office**

150 S. Wacker, Suite 2400  
Chicago IL 60606  
Phone: (312) 757-5339

Web Site: [www.hemingtonwm.com](http://www.hemingtonwm.com)

January 1, 2024

**FORM ADV PART 2B BROCHURE SUPPLEMENT**

This brochure supplement provides information about Eileen M. O'Connor, Michael Byman, Travis Johnson, Jennifer Lake Dawson, Amy A. Mitchell, Ally Mastrota, Paige Mabry, Benjamin R. Corson, Carrie J. Leinbach, James "Cole" DeLucas, and Steven Cherry that supplements the Hemington Wealth Management, LLC brochure. You should have received a copy of that brochure. Please contact Eileen O'Connor, Chief Compliance Officer, at (703) 622-3499 and/or [info@hemingtonwm.com](mailto:info@hemingtonwm.com) if you did not receive Hemington Wealth Management, LLC's brochure or if you have any questions about the contents of this supplement.

Additional information about Eileen M. O'Connor, Michael Byman, Travis Johnson, Jennifer Lake Dawson, Amy A. Mitchell, Ally Mastrotta, Paige Mabry, Benjamin R. Corson, Carrie J. Leinbach, James "Cole" DeLucas, and Steven Cherry is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### **Eileen M. O'Connor, CFP®, MBA**

#### **Born in 1966**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2005
- Certificate in Financial Planning, Georgetown University, 2005
- MBA, Harvard University, 1994
- B.S., Commerce, University of Virginia, 1989

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Principal/Chief Executive Officer, 2013 to present
- McLean Asset Management Corporation, Investment Adviser Representative, 2005 to 2013
- O'Connor Consulting, Principal, 2004 to 2009

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Eileen O'Connor is supervised by Bret Caling, Chief Operating Officer. He reviews Eileen's work through frequent office interactions and the client relationship management system.

### **Michael Byman, CFP®, MBA**

#### **Born in 1960**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2007
- CFP® Professional Education, College for Financial Planning, 2007
- MBA, George Mason University, 1993
- B.A., University of Virginia, 1982

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Senior Wealth Advisor, 2013 to present

- Alexandria Capital, Senior Wealth Advisor, 2013 to 2014
- Capital Management Group, LLC, Financial Planner, 2005 to 2012

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Michael Byman is supervised by Eileen O'Connor, Principal/Chief Executive Officer. He reviews Michael's work through frequent office interactions and the client relationship management system.

## **Travis Johnson, CFP®**

### **Born in 1971**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 1996
- B.A., George Mason University, 1993

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Senior Advisor, 2016 to present
- Mason Investment Advisory Services, Inc., Financial Planner, 1994 to 2016

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Travis Johnson is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Travis' work through frequent office interactions and the client relationship management system.

## **Jennifer Lake Dawson, CFP®**

### **Born in 1982**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2008
- Certificate in Financial Planning, Northwestern University School of Continuing Studies, 2008
- B.S., Mathematics, University of South Carolina, 2005

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Managing Director-Chicago, 2017 to present
- Balasa Dinverno Foltz LLC, Wealth Manager, 2007 to 2016

- JMC Wealth Management, Inc. Client Concierge, 2006 to 2007

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Jennifer Dawson is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Jennifer's work through frequent office interactions and the client relationship management system.

## **Amy A. Mitchell, CFA, CFP®**

### **Born in 1970**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2020
- B.A., Management/Finance, Hood College, 1992

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Wealth Advisor, 2018 to present
- Keystone Asset Management, Inc., Wealth Advisor, 2018
- Altius Financial Advisors, LLC, Financial Advisor, 2015 to 2018
- Mitchell Financial Services LLC, Founder and Owner, 2010 to 2018
- Federal Deposit Insurance Corporation, Special Assistant to the Special Advisor for the Chairman, 2002

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Amy Mitchell is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Amy's work through frequent office interactions and the client relationship management system.

## **Ally Mastrotta, CFP®**

### **Born in 1995**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2020
- B.S., Virginia Polytechnic Institute and State University, 2018

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Associate Advisor, 2018 to present

- Egan Berger & Wiener, LLC, Intern, 2017
- Ameriprise Financial, Intern, 2016

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Ally Mastrotta is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Ally's work through frequent office interactions and the client relationship management system.

## **Paige Mabry, CFP®**

### **Born in 1996**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNER™ professional, CFP®, 2020
- B.S., Virginia Polytechnic Institute and State University, 2018

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Associate Advisor, 2018 to present
- Merrill Lynch, Intern, 2017
- Ameriprise Financial, Intern, 2016

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Paige Hanks is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Paige's work through frequent office interactions and the client relationship management system.

## **Carrie J. Leinbach**

### **Born in 1974**

Formal Post High School Education

- B.A., Government, University of Virginia, 1996

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Special Projects Coordinator, 2019 to present

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Carrie Leinbach is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Carrie's work through frequent office interactions and the client relationship management system.

### **James "Cole" DeLucas, CFP®**

#### **Born in 1995**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNERTM professional, CFP®, 2020
- B.S., Virginia Polytechnic Institute and State University, 2018

Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Wealth Advisor, 2023 to present
- Yeske Buie, Financial Planner, April 2021 - February 2023
- Yeske Buie, Assistant Financial Planner, July 2020 - April 2021
- Yeske Buie, Financial Planning Resident, June 2018 - July 2020

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Cole DeLucas is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Cole's work through frequent office interactions and the client relationship management system.

### **Steven Cherry, CFP®**

#### **Born in 1993**

Formal Post High School Education

- CERTIFIED FINANCIAL PLANNERTM professional, CFP®, 2022
- B.A., The University of Iowa, 2015



## Business Background for the Previous Five Years

- Hemington Wealth Management, LLC, Wealth Advisor, 2023 to present
- JMC Wealth, Financial Planner, 2020
- LPL Financial, LLC, Registered Representative, 2020 to 2023
- Morgan Stanley, Registered Associate, 2018 to 2020

Disciplinary Information: None

Other Business Activities: None

Additional Compensation: None

Supervision: Steven Cherry is supervised by Eileen O'Connor, Principal/Chief Executive Officer. She reviews Steven's work through frequent office interactions and the client relationship management system.

## Professional Certifications

Employees have earned certifications and credentials which require further detail.

**Certified Financial Planner (CFP®)** 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.

As of 2016, to attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements. These same qualifications may not have been in place when the credential was obtained.

- **Education** – (1) Complete college or university-level coursework through a program registered with the CFP Board, addressing the major personal financial planning areas identified by CFP Board's most recent Job Analysis Study; and studies have determined as necessary for the competent and professional delivery of financial planning services, and (2) Verify that you hold a regionally accredited college or university bachelor's degree or higher;
- **Examination** – Pass the comprehensive CFP® Certification Examination. The examination includes multiple-choice questions, including stand-alone questions and sets of questions associated with short scenarios or more lengthy case histories;
- **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 adhere to the high standards of ethics and practice outlined in the CFP Board’s 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 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 Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

**Chartered Financial Analyst (CFA):** Chartered Financial Analysts are licensed by the CFA Institute to use the CFA mark. CFA certification requirements:

- Hold a bachelor's degree from an accredited institution or have equivalent education or work experience.
- To earn the CFA charter, you must successfully pass through the CFA Program, a graduate-level self-study program that combines a broad curriculum with professional conduct requirements, culminating in three sequential exams.
- Completing the CFA Program exams can take as little as 18 months, but on average, it takes about four years to earn a CFA charter. Successful candidates report spending an average of 300 hours preparing for each exam.
- Successful completion of all three exam levels of the CFA Program. These three exams, each taking approximately 6 hours to complete, must be completed sequentially.
- The Level I exam is offered twice a year, in June and December. The Level II and III exams are offered once a year, in June.
- Have 48 months of **acceptable professional work experience** in the investment decision-making process.
- Fulfill society requirements, which vary by society. Unless you are upgrading from affiliate membership, all societies require [two sponsor statements](#) as part of each application; these are submitted online by your sponsors.
- Agree to adhere to and sign the Member's Agreement, a [Professional Conduct Statement](#), and any additional documentation requested by CFA Institute ([www.cfainstitute.org](http://www.cfainstitute.org)).

**Certified Private Wealth Advisor® (CPWA®)**: This advanced credential was created for wealth managers who work with high net worth individuals and focuses on strategies to minimize taxes, protect assets, maximize growth, and transfer wealth.

### **Enrolled Agent (EA)**

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. 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.

The IRS Restructuring and Reform Act of 1998 allows federally authorized practitioners (those bound by the Department of Treasury's Circular 230 regulations) a limited client privilege. This privilege allows confidentiality between the taxpayer and the Enrolled Agent under certain conditions. The privilege applies to situations in which the taxpayer is being represented in cases involving audits and collection matters. It is not applicable to the preparation and filing of a tax return. This privilege does not apply to state tax matters, although a number of states have an accountant-client privilege.

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.

Only Enrolled Agents are required to demonstrate to the IRS their competence in matters of taxation before they may represent a taxpayer before the IRS. Unlike attorneys and CPAs, who may or may not choose to specialize in taxes, all Enrolled Agents specialize in taxation. Enrolled Agents are the only taxpayer representatives who 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. NAEA members are also bound by a Code of Ethics and Rules of Professional Conduct of the Association.

The **Chartered Retirement Planning Counselor<sup>SM</sup>**, or **CRPC<sup>®</sup>** program, is a designation program for financial professionals. This program enables experienced advisors, who are focused on retirement planning for individuals, define a "road map to retirement." There is a focus on clients' pre- and post-retirement needs, as well as issues related to asset management and estate planning.