



Fort Collins Tax Service, LLC, dba Financial Planning Fort Collins

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Form ADV Part 3 — Form CRS

Item 1: Introduction

Fort Collins Tax Service, LLC, dba Financial Planning Fort Collins ("FPFoCo") is a registered investment advisor registered in the states of Colorado, California, and Louisiana and is notice-filed in Texas. Although Form CRS is not required of state-registered investment advisors, we are voluntarily providing this information to help prospective clients evaluate our services.

Brokerage and investment advisory services and fees differ, and it is important for you to understand the differences. Free and simple tools are available to research firms and financial professionals at investor.gov/CRS, which also provides educational materials about broker-dealers, investment advisors, and investing.

Item 2: Relationships and Services

What investment services and advice can you provide me?

Description of Services. FPFoCo provides investment advisory services to retail investors. We offer Comprehensive Services that include Financial Planning, Investment Management, and Income Tax Preparation services. (Income Tax Preparation services are provided through a separate engagement with Fort Collins Tax Service, LLC.) When appropriate, we may refer you to a third-party money manager or subadvisor ("Outside Manager") to manage all or a portion of your assets. Details regarding our services can be found in our Form ADV Part 2A ("Disclosure Brochure"), Item 4.

Monitoring. Client accounts under our management will be reviewed annually by your servicing advisor. You may review your portfolio with your advisor semiannually. Accounts are reviewed for consistency with your investment policies and risk tolerance levels. Events that may trigger a special review would be unusual performance, addition or deletions of restrictions you impose on your account, excessive draw-down, volatility in performance, or buy and sell decisions by us or based on your needs.

Investment Authority. Our Investment Management services are offered on a discretionary basis, which means that we have the discretion to determine the types and amounts of securities to be bought and sold in your account(s). When you enter into an advisory agreement with us, you will execute a limited power of attorney granting us discretion over your account(s). This discretionary authority is also outlined in the advisory agreement. When an Outside Manager is used, we will assist you with determining the

portfolio allocation to be used by the Outside Manager, in alignment with your goals and risk tolerance, and the Outside Manager will have the discretion to manage your assets according to the selected portfolio allocation. Although FPFoCo has the authority to place trades in accounts managed by an Outside Manager, generally we do not exercise this authority and allow the Outside Manager to place all trades. You may hold assets in other accounts over which we do not have investment discretion (for example, assets held in an employer-sponsored qualified retirement plan). If we make recommendations regarding these non-discretionary accounts as part of our Comprehensive Services, you have the sole discretion to decide whether to implement any of our recommendations, and are solely responsible for executing all transactions necessary to implement our recommendations.

Limited Investment Offerings. We typically use mutual funds or exchange-traded funds to build portfolios.

Account Minimums and Other Requirements. We do not have a minimum account or relationship size requirement. However, we do impose minimum fees for Comprehensive Services. Please see additional fee information below.

This is a brief summary of our services. Additional information is available in our Disclosure Brochure. Information on how to obtain a copy of our Disclosure Brochure is in Item 5 below.

Ask your investment advisor:

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

Item 3: Fees, Costs, Conflicts, and Standards of Conduct

What fees will I pay?

Principal Fees and Costs. The Fee for Comprehensive Services is composed of an initial Financial Planning fee and an ongoing fee. The initial Financial Planning fee is for the development of your initial Financial Planning analysis and recommendations, and varies based on the complexity of your financial situation, subject to a minimum initial fee of \$2,500. If you elect to continue ongoing Comprehensive Services, the fee is for ongoing Financial Planning, Investment Management, and Income Tax Preparation Services. Comprehensive Services are priced according to the complexity of your situation and financial circumstances. Unless there is truly unique or extraordinary complexity, our fee will be based on the market value of the assets under management (AUM) for investment management services, subject to a minimum fee, and is negotiable. The minimum annual fee for Comprehensive Services is \$6,000. (Note: Clients who engaged any of our services prior to January 1, 2022 may have lower minimum fees, as stated in their advisory agreement.) Outside Managers, if used, will impose an asset-based fee, which is in addition to our advisory fee. Please see Item 5 of our Disclosure Brochure for more details.

Wrap-Fee Programs. A wrap-fee program is an asset-based fee arrangement that includes most transaction costs and fees, and



therefore may be higher than a typical asset-based advisory fee. We do not offer a wrap-fee program.

Other Fees and Costs. In addition to our advisory fees, you may incur other fees and costs, such as custodian fees, account maintenance fees, fees related to mutual funds, or other administrative fees. Please refer to Item 4 of our Disclosure Brochure for details on additional fees.

Additional Information. 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. Additional information about our fees is available in Item 5 of our Disclosure Brochure. Information on how to obtain a copy of our Disclosure Brochure is in Item 5 below.

What are your legal obligations to me when acting as my investment advisor? How else does your firm make money, and what conflicts of interest do you have?

When we act as your investment advisor, 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.

Conflicts of Interest. The fee for our Comprehensive Services is an asset-based fee. An asset-based fee presents a conflict of interest because the more assets you have in your advisory account, the more you will pay in fees; therefore, we may have an incentive to encourage you to increase the assets in your account. Some legacy clients are on an asset-based fee schedules for investment management services only. It should be noted that we do not require a minimum investment of any amount.

We do not offer any proprietary products or participate in any revenue sharing or referral fee arrangements.

Based on the services you need, we may recommend that you use one of several unaffiliated registered broker-dealers, member FINRA/SIPC, as a qualified custodian ("Custodian") for your account. These Custodians offer advisor programs that provide, without cost or at a discount, various benefits that may not be available to retail customers. The receipt of benefits from the Custodians presents a conflict of interest as we may have an incentive to recommend that you maintain your account with a specific Custodian so that we receive benefits. However, we strive to recommend the Custodian that is most appropriate for you based on your individual needs. There is no direct link between our participation in the Custodians' programs and the investment advice we provide.

How do your financial professionals make money?

Our financial professionals are paid a salary, which is the primary source of their compensation. All employees are eligible for bonus compensation based on the overall financial performance of FPFoCo. Financial professionals who manage client relationships may receive a share of the revenue those relationships generate for FPFoCo based on the fees paid by the client. FPFoCo is an employee-owned firm, so our employees receive compensation based on the overall profitability of the firm. Our financial professionals never receive additional or different compensation based on specific recommendations, products, or services (i.e., differential compensation).

Ask your investment advisor:

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

Item 4: Disciplinary History

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

No. Visit investor.gov/CRS for a free and simple search tool to research our firm and our financial professionals.

Ask your investment advisor:

- *As a financial professional, do you have any disciplinary history? For what type of conduct?*

Item 5: Additional Information

Additional information is available in our Disclosure Brochure.

How do I obtain a copy of your disclosure documents?

Current copies of our Disclosure Brochure and Form CRS are available on our [website](#).

You may also call us at 970-225-0504 or email us hello@fpfoco.com to request copies of these documents at any time, free of charge.

Ask your investment advisor:

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

Material Changes to Form CRS

Since our Client Relationship Summary dated March 1, 2023, we have made the following material changes:

- In Item 2, we have clarified that although FpFoCo has the authority to place trades in accounts managed by an Outside Manager, generally we do not exercise this authority and allow the Outside Manager to place all trades.
- The fee for our Comprehensive Services includes an initial Financial Planning fee and an ongoing fee. Please see Item 3 for additional details.