



## A Summary of Your Advisory Relationship with Retirement Management Systems (March 26, 2021)

Retirement Management Systems Inc. (RMS) is registered with the U.S. Securities and Exchange Commission as an Investment Adviser. RMS provides investment advisory services to individuals, high net worth individuals, corporations, and pension/profit sharing plans. Generally speaking, there are no conditions you must meet in order for RMS to accept you as a client.

### Why is this relationship summary important to read?

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](https://www.investor.gov/crs), which also provides educational materials about broker-dealers, investment advisers, and investing.

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

Our principal service is **Savings Plan Management**, an allocation and rebalancing service for people participating in their Employer-Sponsored Retirement Plan. You may hire us to make the decisions and implement them for you (discretionary) or to recommend an allocation that you will implement on your own (non-discretionary), in which case you will make the ultimate decisions regarding the account allocation. We can service the core line-up of a 401(k), 403(b) or other such Plan, or we can also service any brokerage-linked accounts available through the Plan. Enrollment in Savings Plan Management requires giving RMS access to the account using your login credentials. As such, we are deemed to have custody of the assets and adhere to the SEC Custody Rule requiring an annual surprise custody audit. We do not maintain formal relationships with Plan custodians who provide no oversight of our client account access and may void any security guarantees in place as a result.

RMS also offers discretionary account management services for investment accounts through our **Portfolio Management** service. While we consider a full range of investment options for the management of these accounts (including individual stocks and covered call options), our primary allocations include mutual funds and exchange traded funds. You may place reasonable restrictions on the management of your account.

Accounts are regularly monitored and allocations are reviewed on a quarterly or more frequent basis. Monitoring of Savings Plan Management accounts may be hampered by our ability to access the account and/or by the information provided by the Plan's record-keeping system.

We also can provide additional services including Financial Planning, Educational Seminars, and Investment Consulting Services for individuals or Plan Sponsors. Additional information on all services is on our [Firm Brochure](#), Items 4 and 7.

### Consider asking us these questions:

<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?</i>
<i>What do these qualifications mean?</i>

### What fees will I pay?

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.

**Savings Plan Management** -- For the Savings Plan Management Program you pay an annual fee. It may be a flat fee or a percentage fee based on the amount of assets in the account. For example, a fee may be expressed as \$500 flat for any size account; or 0.50% of the account value per year. You may pay the fee in monthly or quarterly installments.

Most people availing themselves of Savings Plan Management are introduced to us by another financial advisor who will set your fee for the Program. We pay those advisors a solicitor's fee. That fee is paid out of the total fee you pay; it is not an additional fee. You are likely to pay a different fee than another client if you are introduced to RMS by a different financial advisor. The amount of the fee that RMS retains can range from \$100 to \$2,500.

If you decide to cancel the Program prior to the end of the annual term, you remain obligated to pay the remaining portion of the annual fee. You may negotiate a pro-rated refund. While RMS endeavors to collect all fees owed for the Program, paying in installments gives you an advantage over clients paying annually in advance. The Program fee is in addition to any



fees the employer-sponsored Plan may charge, including fund management fees, transaction fees, or fees for similar investment advisory services that may be available.

*Portfolio Management* -- RMS's Portfolio Management service bases its fees as a percentage of the amount of assets in the account. Fees are not based on a share of capital gains upon, or capital appreciation of, the funds or any portion of the funds. The more assets there are in an asset-based fee advisory account, the more you will pay in fees. RMS may therefore have an incentive to encourage you to increase the assets in your account. Fees for advisory services are negotiable depending on factors such as account size, how many accounts you have with us, and how long you have been a client, among other things. The account management fee is payable quarterly in advance, and we calculate it based on the market value of all assets in the account on the last trading day of each calendar quarter. We deduct fees directly from each account. All transaction fees are borne by you; although we endeavor to keep these to a minimum. Additional fees would include the internal fund management expenses for mutual funds and exchange traded funds.

Fees for Financial Planning, Investing and Plan Sponsor Consulting and Education Seminars are all negotiable and priced on a case-by-case basis. Additional information on all fees is on our [Firm Brochure](#), Item 5.

**Consider asking us this question:** *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 RMS acts as your investment adviser, we have to act in your best interest and not put our interests 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 of what this means.

IRA rollovers may be considered by clients. Any recommendation to rollover money into an IRA must be given in the client's best interest. There is a conflict of interest for an Investment Adviser Representative to recommend an IRA rollover when an increase in compensation would result. Clients are encouraged to carefully evaluate advantages and disadvantages of an IRA rollover. RMS assumes no fiduciary obligation for rollover recommendations given by financial advisors of other investment advisory firms acting as solicitors, sub-advisers or co-advisers.

During the course of our relationship with you, it may become apparent that you may benefit from a product offered through an insurance company. Financial professionals with an insurance license would earn additional compensation from the sale of such products.

Additional information on potential conflicts of interest is on our [Firm Brochure](#), Items 6, 10 and 11.

**Consider asking us this question:** *How might your conflicts of interest affect me, and how will you address them?*

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

The financial professionals of Retirement Management Systems are compensated through a combination of salary and fees earned. These professionals can increase their compensation by increasing the amount of assets that they service. In addition, financial professionals who are licensed insurance agents may earn commissions for insurance product sales.

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

Yes. Please visit [www.Investor.Gov/CRS](http://www.Investor.Gov/CRS) for a free and simple search tool to research RMS and our investment professionals.

**Consider asking us these questions:** *As a financial professional, do you have any disciplinary history? For what type of conduct?*

**Additional Information** -- Please contact us directly for more information about our services, fees and financial professionals. Information can be found at [www.manage401k.com](http://www.manage401k.com), in our [Firm Brochure](#) (<https://adviserinfo.sec.gov/firm/summary/150351>) or by calling (888) 870-7674 opt 3.