



Form ADV Part II, Schedule F
SEC File No.: 801-71412



CBIZ Wealth Management, LLC

Registered Investment Adviser

Brochure

6050 Oak Tree Boulevard, Suite #500
Cleveland, Ohio 44131
1-800-404-6033



Name of Investment Adviser: CBIZ Wealth Management, LLC					
Address: (Number and Street)	(City)	(State)	(Zip Code)	Area Code	Telephone Number
6050 Oak Tree Blvd, Suite 800	Cleveland	OH	44131	216	447-9000

**This part of Form ADV gives information about the investment adviser and its business for the use of clients.
The information has not been approved or verified by any governmental authority.**

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(Schedules A, B, C, D, and E are included with Part I of this Form, for the use of regulatory bodies, and are not distributed to clients.)

Potential Persons who are not to respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB control number.

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1. A. Advisory Services and Fees. (check the applicable boxes)

For each type of service provided, state the approximate % of total advisory billings from that service. (See instruction below.)

Applicant:

- | | |
|---|---------|
| <input checked="" type="checkbox"/> (1) Provides investment supervisory services | 85 % |
| <input type="checkbox"/> (2) Manages investment advisory accounts not involving investment supervisory services | _____ % |
| <input checked="" type="checkbox"/> (3) Furnishes investment advice through consultations not included in either service described above | 10 % |
| <input type="checkbox"/> (4) Issues periodicals about securities by subscription | _____ % |
| <input type="checkbox"/> (5) Issues special reports about securities not included in any service described above | _____ % |
| <input type="checkbox"/> (6) Issues, not as part of any service described above, any charts, graphs, formulas, or other devices which client may use to evaluate securities | _____ % |
| <input checked="" type="checkbox"/> (7) On more than an occasional basis, furnishes advice to clients on matters not involving securities | 5 % |
| <input type="checkbox"/> (8) Provides a timing service | _____ % |
| <input type="checkbox"/> (9) Furnishes advice about securities in any manner not described above | _____ % |

(Percentages should be based on applicant's last fiscal year. If applicant has not completed its first fiscal year, provide estimates of advisory billings for that year and state that the percentages are estimates.)

Yes No

B. Does applicant call any of the services it checked above financial planning or some similar term?

☒ ☐

C. Applicant offers investment advisory services for: (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> (1) A percentage of assets under management | <input type="checkbox"/> (4) Subscription fees |
| <input checked="" type="checkbox"/> (2) Hourly charges | <input type="checkbox"/> (5) Commissions |
| <input checked="" type="checkbox"/> (3) Fixed fees (not including subscription fees) | <input type="checkbox"/> (6) Other |

D. For each checked box in A above, describe on Schedule F:

- the services provided, including the name of any publication or report issued by the adviser on a subscription basis or for a fee
- applicant's basic fee schedule, how fees are charged and whether its fees are negotiable
- when compensation is payable, and if compensation is payable before service is provided, how a client may get a refund or may terminate an investment advisory contract before its expiration date

2. Types of Clients -- Applicant generally provides investment advice to: (check those that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> A. Individuals | <input checked="" type="checkbox"/> E. Trusts, estates, or charitable organizations |
| <input type="checkbox"/> B. Banks or thrift institutions | <input checked="" type="checkbox"/> F. Corporations or business entities other than those listed above |
| <input type="checkbox"/> C. Investment companies | <input checked="" type="checkbox"/> G. Other (describe on Schedule F) |
| <input type="checkbox"/> D. Pension and profit sharing plans | |

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

3. Types of Investments Applicant offers advice on the following: (check those that apply)

- A. Equity securities ☒ H. United States governmental securities
- ☒ (1) exchange-listed securities ☒ I. Options contracts on:
- ☒ (2) securities traded over-the-counter ☒ (1) securities
- ☒ (3) foreign issuers ☐ (2) commodities
- ☒ B. Warrants
- ☒ C. Corporate debt securities (other than commercial paper) ☐ J. Futures contracts on:
- ☒ D. Commercial paper ☐ (1) tangibles
- ☒ E. Certificates of deposit ☐ (2) intangibles
- ☒ F. Municipal securities
- ☐ K. Interests in partnerships investing in:
- ☐ G. Investment company securities:
- ☒ (1) real estate
- ☒ (1) variable life insurance ☒ (2) oil and gas interests
- ☒ (2) variable annuities ☐ (3) other (explain on Schedule F)
- ☒ (3) mutual fund shares ☐ L. Other (explain on Schedule F)

4. Methods of Analysis, Sources of Information, and Investment Strategies.

A. Applicant's security analysis methods include: (check those that apply)

- (1) ☐ Charting (4) ☐ Cyclical
- (2) ☒ Fundamental (5) ☒ Other (explain on Schedule F)
- (3) ☒ Technical

B. The main sources of information applicant uses include: (check those that apply)

- (1) ☒ Financial newspapers and magazines (5) ☐ Timing services
- (2) ☐ Inspections of corporate activities (6) ☒ Annual reports, prospectuses, filings with the Securities and Exchange Commission
- (3) ☒ Research materials prepared by others (7) ☒ Company press releases
- (4) ☒ Corporate rating services (8) ☒ Other (explain on Schedule F)

C. The investment strategies used to implement any investment advice given to clients include: (check those that apply)

- (1) ☒ Long term purchases (securities held at least a year) (5) ☒ Margin transactions
- (2) ☒ Short term purchases (securities sold within a year) (6) ☒ Option writing, including covered options, uncovered options, or spreading strategies
- (3) ☒ Trading (securities sold within 30 days) (7) ☐ Other (explain on Schedule F)
- (4) ☒ Short sales

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

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5. Education and Business Standards. Yes No

Are there any general standards of education or business experience that applicant requires of those involved in determining or giving investment advice to clients?..... ☒ ☐

(If yes, describe these standards on Schedule F.)

6. Education and Business Background.

For:

- each member of the investment committee or group that determines general investment advice to be given to clients, or
- if the applicant has no investment committee or group, each individual who determines general investment advice given to clients (if more than five, respond only for their supervisors)
- each principal executive officer of applicant or each person with similar status or performing similar functions.

On Schedule F, give the:

• name	• formal education after high school
• year of birth	• business background for the preceding five years

7. Other Business Activities. (check those that apply)

☐ A. Applicant is actively engaged in a business other than giving investment advice.

☐ B. Applicant sells products or services other than investment advice to clients.

☒ C. The principal business of applicant or its principal executive officers involves something other than providing investment advice.

(For each checked box describe the other activities, including the time spent on them, on Schedule F.)

8. Other Financial Industry Activities or Affiliations. (check those that apply)

☐ A. Applicant is registered (or has an application pending) as a securities broker-dealer.

☐ B. Applicant is registered (or has an application pending) as a futures commission merchant, commodity pool operator or commodity trading adviser.

C. Applicant has arrangements that are material to its advisory business or its clients with a related person who is a:

<input checked="" type="checkbox"/> (1) broker-dealer	<input checked="" type="checkbox"/> (7) accounting firm
<input type="checkbox"/> (2) investment company	<input type="checkbox"/> (8) law firm
<input checked="" type="checkbox"/> (3) other investment adviser	<input checked="" type="checkbox"/> (9) insurance company or agency
<input type="checkbox"/> (4) financial planning firm	<input type="checkbox"/> (10) pension consultant
<input type="checkbox"/> (5) commodity pool operator, commodity trading adviser or futures commission merchant	<input type="checkbox"/> (11) real estate broker or dealer
<input type="checkbox"/> (6) banking or thrift institution	<input type="checkbox"/> (12) entity that creates or packages limited partnerships

(For each checked box in C, on Schedule F identify the related person and describe the relationship and the arrangements.)

D. Is applicant or a related person a general partner in any partnership in which clients are solicited to invest?... Yes No ☐ ☒

(If yes, describe on Schedule F the partnerships and what they invest in.)

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

9. Participation or Interest in Client Transactions.

Applicant or a related person: (check those that apply)

- ☐ A. As principal, buys securities for itself from or sells securities it owns to any client.
- ☒ B. As broker or agent effects securities transactions for compensation for any client.
- ☐ C. As broker or agent for any person other than a client effects transactions in which client securities are sold to or bought from a brokerage customer.
- ☒ D. Recommends to clients that they buy or sell securities or investment products in which the applicant or a related person has some financial interest.
- ☒ E. Buys or sells for itself securities that it also recommends to clients.

(For each box checked, describe on Schedule F when the applicant or a related person engages in these transactions and what restrictions, internal procedures, or disclosures are used for conflicts of interest in those transactions.)

Describe, on Schedule F, your code of ethics, and state that you will provide a copy of your code of ethics to any client or prospective client upon request.

- 10. Conditions for Managing Accounts.** Does the applicant provide investment supervisory services, manage investment advisory accounts or hold itself out as providing financial planning or some similarly termed services *and* impose a minimum dollar value of assets or other conditions for starting or maintaining an account? Yes No
- ☒ ☐

(If yes, describe on Schedule F.)

- 11. Review of Accounts.** If applicant provides investment supervisory services, manages investment advisory accounts, or holds itself out as providing financial planning or some similarly termed services:

A. Describe below the reviews and reviewers of the accounts. **For reviews**, include their frequency, different levels, and triggers factors. **For reviewers**, include the number of reviewers, their titles and functions, instructions they receive from applicant on performing reviews, and number of accounts assigned each.

See Schedule F

B. Describe below the nature and frequency of regular reports to clients on their accounts.

See Schedule F

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

12. Investment or Brokerage Discretion.

A. Does applicant or any related person have authority to determine, without obtaining specific client consent, the:

- | | | |
|--|---|--|
| (1) securities to be bought or sold? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) amount of the securities to be bought or sold? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) broker or dealer to be used? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) commission rates paid? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

B. Does applicant or a related person suggest brokers to clients? Yes ☒ No ☐

For each yes answer to A describe on Schedule F any limitations on the authority. For each yes to A(3), A(4) or B, describe on Schedule F the factors considered in selecting brokers and determining the reasonableness of their commissions. If the value of products, research and services given to the applicant or a related person is a factor, describe:

- the products, research and services
- whether clients may pay commission higher than those obtainable from other brokers in return for those products and services
- whether research is used to service all of applicant's accounts or just those accounts paying for it; and
- any procedures the applicant used during the last fiscal year to direct client transactions to a particular broker in return for products and research services received.

13. Additional Compensation.

Does the applicant or a related person have any arrangements, oral or in writing, where it:

- | | | |
|---|------------------------------|--|
| A. is paid cash by or receives some economic benefit (including commissions, equipment or non-research services) from a non-client in connection with giving advice to clients? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| B. directly or indirectly compensates any person for client referrals? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

(For each yes, describe the arrangements on Schedule F.)

14. Balance Sheet. Applicant must provide a balance sheet for the most recent fiscal year on Schedule G if applicant:

- has custody of client funds or securities (unless applicant is registered or registering only with the Securities and Exchange Commission); or
 - requires prepayment of more than \$500 in fees per client and 6 or more months in advance
- Has applicant provided a Schedule G balance sheet? Yes ☐ No ☒

Answer all items. Complete amended pages in full, circle amended items and file with execution page (page 1).

**Schedule F of
Form ADV
Continuation Sheet for Form ADV
Part II**

Applicant: CBIZ Wealth Management, LLC	SEC File Number: 801- 71412	Date: 05/27/2010
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(Do not use this Schedule as a continuation sheet for Form ADV Part I or any other schedules.)

1. Full name of applicant exactly as stated in Item 1A of Form ADV: CBIZ Wealth Management, LLC	IRS Empl. Ident. No.: 27-2425242
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Item of Form (identify)	Answer
	<p><u>CORPORATE OVERVIEW</u></p> <p>CBIZ Wealth Management, LLC (“CWM”) is an operating unit of CBIZ, Inc. (NYSE Listed: CBZ). CBIZ, Inc. (“CBIZ”) is a professional services company, providing a comprehensive range of business services, products and solutions that help clients grow and succeed by better managing their finances and employees. CBIZ is one of the nation’s leading Accounting Providers, Employee Benefits Specialists, Property & Casualty Agencies, Valuation firms, Medical Management practice firms, and Retirement Plan service providers. These services are provided throughout a network of more than 140 offices and 5,000 associates in major metropolitan and suburban areas and throughout the U.S. CBIZ serves organizations of all sizes as well as individual clients across the nation by providing national caliber expertise combined with a highly personalized level of service delivered at the local level. CBIZ is also associated with Mayer Hoffman McCann P.C. (MHM), a national, independent CPA firm. Through this association, CBIZ offers audit and attest services, and together, rank as one of the Top Ten accounting providers in the U.S. (CBIZ, Inc. and Mayer Hoffman McCann P.C. have an alternative practice structure. The two companies are separate and independent legal entities that work together to serve clients' business needs. CBIZ, Inc. and its Accounting, Tax and Advisory companies are not licensed CPA firms.)</p> <p><u>INTRODUCTION TO CBIZ WEALTH MANAGEMENT, LLC</u></p> <p>CWM’s advisory services are designed to meet the specific needs and circumstances of our individual, corporate, trust, endowment and foundation clients. These include: CBIZ Managed Solutions and Financial Planning and Wealth Management Services. Investment advisory services are provided to Clients by Investment Adviser Representatives of CWM (“CWM Financial Advisor”).</p> <p>The process for engaging CWM to provide you services begins with your CWM Financial Advisor obtaining your personal, financial and</p>

Complete amended pages in full, circle amended items and file with execution page (page 1). PAGE 1

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1.A.(1)–(9)	<p>demographic information including, investment time horizon, risk tolerance, investment objective and other pertinent financial and life cycle information. Your CWM Financial Advisor will review and analyze your information in order to recommend to you appropriate products and services.</p> <p>After initial investments are made, you will be provided with on-going investment recommendations, investment monitoring and reporting services. Your CWM Financial Advisor is expected to meet with you at least annually in order to determine if the services offered continue to meet your objectives. To ensure that your investment portfolio continues to be suitable for your needs, it is imperative that you promptly provide your CWM Financial Advisor with updated information regarding changes to your financial situation or any changes that may have occurred in your objectives, time horizon or risk tolerance. You are encouraged to contact your CWM Financial Advisor at any time should you have questions about the management of your account. If you wish to speak with someone other than your CWM Financial Advisor about your account, you are welcome to contact Luke Baum, the President of CWM, at 216-447-9000.</p> <p><u>ADVISORY SERVICES AND FEES:</u></p> <p>The percentages provided in response to this question are estimated since, at the time of this initial filing, CWM had not established any client accounts.</p> <p><u>CBIZ Managed Solutions Program</u></p> <p>CBIZ Managed Solutions provides access to a range of managed account programs and investment solutions. CWM has entered into an agreement with Envestnet Asset Management, Inc, (“Envestnet”) to offer the CBIZ Managed Solutions program and the services described below (“CBIZ Managed Solutions”). When opening a CBIZ Managed Solutions account with us, you will also be given our Form ADV, Part II that provides additional information about the services we offer as an investment adviser and in some cases the Envestnet Form ADV, Part II that further</p>

Complete amended pages in full, circle amended items and file with execution page (page 1). PAGE 2

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	<p>describes their services as an investment adviser. You will be required to open a brokerage account with either Fidelity Institutional Wealth Services, Inc. ("IWS"), National Financial Services, LLC ("NFS") or Schwab Institutional Services ("Schwab"). These firms will serve as the broker dealer and/or custodian for CBIZ Managed Solutions Program accounts opened on their respective platforms.</p> <p><u>CBIZ Select Portfolios</u></p> <p>CWM has developed a series of model portfolios, ("CBIZ Select Portfolios") in which the mix of asset allocation classes and percentage of investments in each class are based upon historic risk/reward levels. Through CBIZ Select Portfolios, you and your CWM Financial Advisor will select an appropriate model portfolio based primarily upon your level of risk tolerance and investment objectives. These models are maintained by CWM and may utilize a wide range of investments including "no load" and "load-waived" mutual funds, stocks, exchange traded funds, bonds and other selected securities. Periodic changes to model portfolio percentages and asset classes may be implemented as a reflection of changes in the economy or based upon the correlation between specific asset classes and/or investments held in the models. In addition, CWM may determine to add or remove specific investments that have been previously recommended based upon its ongoing due diligence.</p> <p><u>Separately Managed Accounts ("SMAs")</u></p> <p>SMAs are accounts managed by firms who typically invest assets for large institutions and high net worth individuals. Unlike mutual funds, where your assets are pooled with those of other investors, SMAs provide direct ownership by you of the individual securities within the SMA portfolio. This structure provides more control over your assets, allowing both you and your CWM Financial Advisor to customize an investment solution that reflects your individual goals and objectives. SMAs typically require a minimum initial investment of \$100,000. You may be restricted in your ability to directly contact and consult with these SMA managers, but your CWM Financial Advisor is available to address any questions, issues or concerns that you may have regarding these</p>

Complete amended pages in full, circle amended items and file with execution page (page 1). PAGE 3

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	<p>managers or their recommendations.</p> <p><u>Multi-Manager Accounts (“MMAs”)</u></p> <p>An MMA is an actively managed single portfolio of securities that combines the expertise of two or more institutional money managers. MMAs allocate client assets in accordance with pre-determined models in various asset classes. Your assets are directly invested within each asset class by a separate account manager. An overlay manager is typically responsible for initially allocating assets within each asset class and monitoring and rebalancing among the asset classes. MMAs typically require a minimum initial investment of \$250,000.</p> <p><u>Third Party Strategists Models</u></p> <p>CWM and/or Envestnet have entered into agreements with various third party strategists that provide investment allocation model portfolios. Under this service you and your CWM Financial Advisor select an appropriate model portfolio. Once the model portfolio has been selected, the strategist will implement the portfolio by purchasing selected mutual funds and/or exchange traded funds based upon your investment objectives and risk tolerance. After the model portfolios are implemented, the strategist is responsible for monitoring the performance of the holdings in their model portfolios and may periodically adjust and rebalance the model portfolios in accordance with their investment strategies and may also add or remove investments from time to time in their sole discretion. Envestnet is responsible for the actual trading and investment of your assets based upon the recommendation of our CWM Financial Advisor and the strategist’s model. You may be restricted in your ability to directly contact and consult with the strategists, but your CWM Financial Advisor is available to address any questions, issues or concerns that you may have regarding the strategists or their models. Third Party Models typically require a minimum initial investment of \$50,000.</p> <p><u>Fees</u></p>

Complete amended pages in full, circle amended items and file with execution page (page 1). PAGE 4

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	<p>Our fee for accounts under the CBIZ Managed Solutions program generally range from .25% – 1.50% and include fees payable to CBIZ and your CWM Financial Advisor. In addition to our fee, there are other program or wrap fees that are charged by the third party managers, strategists, custodians, and Envestnet. Fees and other disclosures are provided to you in your Statement of Investment Selection and the accompanying CBIZ Managed Solutions Program Terms and Conditions.</p> <p>Fees include investment management services, client profiling, strategic asset allocation, style allocation, research and evaluation of asset managers, ongoing monitoring of manager and account performance, asset manager hiring and termination, account rebalancing, account reporting, other operational and administrative services.</p> <p>Fees are generally charged quarterly in advance based on the market value of the account on the last day of the previous quarter. For CBIZ Managed Solutions your initial Fee is calculated and debited on the day after your initial investments are placed in the CBIZ Managed Solutions program and will be the fee for the first calendar quarter (or part thereof) in which you participate. The initial program fee for any partial calendar quarter is pro-rated based on the number of calendar days remaining in the quarter. Thereafter, the program fee is calculated at the beginning of each calendar quarter based on the value of program assets on the last business day of the prior calendar quarter. If an account is opened in the last month of a calendar quarter, on the day after your initial investments are placed in the CBIZ Managed Solutions program your program fee will be calculated and debited for the remaining period in the calendar quarter plus the next calendar quarter. If a Client invests \$10,000 or more into an existing CBIZ Managed Solutions account after the inception of a calendar quarter, the program fee for the additional investment will be calculated and pro-rated as of the day the additional investment is made. Your advisory agreement with CWM may be terminated by either you or CWM at any time upon written notice to the other party. If either party terminates the agreement, the fee will be pro-rated through the date of such termination and any excess advance payment will be refunded to the Client. Notwithstanding the foregoing, the Client shall be entitled to terminate the advisory relationship within (5) business days of its execution and the amount of any advisory fee paid will be returned</p>

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	<p>without penalty. In certain circumstances fees may be negotiated and multiple Client affiliated accounts may be aggregated in determining the fees to be charged. Also, a fixed fee may be negotiated for an initial investment analysis or other special situations, not consistent with the published fees described below. The cost of the services provided to you through CBIZ Managed Solutions may be more or less than the cost of purchasing similar services separately or through another registered investment adviser or broker/dealer. Among the factors impacting the cost of the program are the account size, type of account, amount of assets specific to a particular strategy and the particular service or third party manager selected. Minimum program fees may be waived from time to time. CWM and CWM Financial Advisors who recommend services in CBIZ Managed Solutions receive compensation as manager of the CBIZ Select Portfolios and/or as a result of your participation in CBIZ Managed Solutions. This compensation may be more than what we would receive if you participated in other programs or services, or paid separately for investment advice, brokerage and other services. As such, there may be a financial incentive for CWM Financial Advisors to recommend CBIZ Managed Solutions over other programs or services we offer.</p> <p>Other costs that may be assessed to you that may not be part of the program fee include fees or dealer mark-ups/mark-downs for portfolio transactions executed away from IWS, NFS or Schwab, electronic fund and wire transfers, exchange fees, brokerage account fees, annual retirement account custodial fees, 12b-1 fees, trailing fees and/or servicing fees. All such fees or charges will be disclosed in accordance with applicable laws and rules. In some cases these fees may be paid to the broker/dealer or custodian in lieu of, or used to offset, the costs of their services described herein. Receipt of such sums would normally result in a conflict of interest for CWM, but since all such fees will be retained by the custodian in payment for their brokerage and custodial services, any CWM conflict of interest with respect to undisclosed or extra revenue through these sources is eliminated.</p> <p>The fees described herein are typically in addition to and separate from any fees charged by recommended non-affiliated money managers, registered investment advisers or third-party pooled investment vehicles,</p>

Complete amended pages in full, circle amended items and file with execution page (page 1). PAGE 6

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	<p>such as mutual funds, exchange traded funds (“ETFs”) and alternative investments which charge their own fees for investing the pool of assets in the respective investment vehicles. Both CBIZ Select Portfolio and the third-party pooled investment vehicles utilize mutual funds as asset class investments. Since mutual funds pay advisory fees to their investment advisers, such fees are indirectly charged to all holders of the mutual funds shares. Therefore, Clients who hold mutual fund shares in the CBIZ Managed Solutions program are subject to both CWM’s direct advisory and program fees, as well as, the indirect management fee of the mutual fund adviser.</p> <p>The cost of the services provided to you through CBIZ Managed Solutions may be more or less than the cost of purchasing similar services separately or through another registered investment adviser or broker/dealer. Among the factors impacting the cost of the program are the account size, type of account, amount of assets specific to a particular strategy and the particular service or third party manager selected. Minimum program fees may be waived from time to time. CWM and CWM Financial Advisors who recommend services in CBIZ Managed Solutions receive compensation as manager of the CBIZ Select Portfolios and/or as a result of your participation in CBIZ Managed Solutions. This compensation may be more than what we would receive if you participated in other programs or services, or paid separately for investment advice, brokerage and other services. As such, there may be a financial incentive for CWM Financial Advisors to recommend CBIZ Managed Solutions over other programs or services we offer.</p> <p>Other costs that may be assessed to you that may not be part of the program fee include fees or dealer mark-ups/mark-downs for portfolio transactions executed away from IWS, NFS or Schwab, electronic fund and wire transfers, exchange fees, brokerage account fees, annual retirement account custodial fees, 12b-1 fees, trailing fees and/or servicing fees. All such fees or charges will be disclosed in accordance with applicable laws and rules. In some cases these fees may be paid to the broker/dealer or custodian in lieu of, or used to offset, the costs of their services described herein. Receipt of such sums would normally result in a conflict of interest for CWM, but since all such fees will be retained by the custodian in payment for their brokerage and custodial</p>

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(Do not use this Schedule as a continuation sheet for Form ADV Part I or any other schedules.)

1. Full name of applicant exactly as stated in Item 1A of Form ADV: CBIZ Wealth Management, LLC	IRS Empl. Ident. No.: 27-2425242
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	<p>services, any CWM conflict of interest with respect to undisclosed or extra revenue through these sources is eliminated.</p> <p>The fees described herein are typically in addition to and separate from any fees charged by recommended non-affiliated money managers, registered investment advisers or third-party pooled investment vehicles, such as mutual funds, exchange traded funds (“ETFs”) and alternative investments which charge their own fees for investing the pool of assets in the respective investment vehicles. Both CBIZ Select Portfolio and the third-party pooled investment vehicles utilize mutual funds as asset class investments. Since mutual funds pay advisory fees to their investment advisers, such fees are indirectly charged to all holders of the mutual funds shares. Therefore, Clients who hold mutual fund shares in the CBIZ Managed Solutions program are subject to both CWM’s direct advisory and program fees, as well as, the indirect management fee of the mutual fund adviser.</p> <p>In addition, the Client may also be charged transaction fees. Transaction charges are due and payable at the time orders are placed. Transactions fees vary based upon the custodian utilized and are disclosed to client at the time their account is established and in advance of any changes to such fees. In certain cases CWM may waive these transaction charges.</p> <p><u>Financial Planning and Wealth Management Services</u></p> <p>CWM provides comprehensive Financial Planning and Wealth Management services including data collection, financial analysis, presentation of a plan and follow-up consultation. The objective of this service is to build a financial model of your current situation based on information, goals and objectives that you provide to your CWM Financial Advisor. The financial plan is utilized as a diagnostic tool to evaluate whether to implement strategic changes.</p> <p>The scope of the planning may include the following:</p> <p><i>Personal Investment And Accumulation Strategies</i> includes an analysis of appropriate investments and adjustments to existing investments based</p>

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	<p>upon your primary investment objectives. Fundamental investment planning issues considered include risk tolerance, time horizon, liquidity requirements, target rate of return and personal preferences.</p> <p>Retirement Planning involves analyzing your current retirement strategies to ensure that they are tax efficient, taking into account your personal assets and projected pension, and tax deferred retirement plans. Key observations will include the liquidation priority of assets and managing the overall asset allocation to meet your objectives for retirement.</p> <p>Personal Insurance Planning includes analyzing your insurance needs, reviewing current policies and taking into account your estate planning objectives. The analysis will include recommendations about the adequacy, economics and design of your insurance portfolio. Insurance analysis may also include long term care and disability insurance observations and recommendations.</p> <p>Estate Planning involves an analysis of the current and projected estate plan and estate settlement costs. The evaluation includes methods to transfer wealth in a tax efficient manner based on your goals and objectives. The plan could include various discounted gifting and tax payment techniques. If requested, CWM will work with your attorney and/or accountant to coordinate the planning.</p> <p>Business Succession Planning involves the review of your business continuation options. Appropriate strategies will be offered to address your desire to retain, sell or liquidate the business(es). Retirement and financial independence will be considered along with estate tax issues and income tax effects. If desired, the post plan prosperity of the business may be factored into the analysis.</p> <p>CWM may utilize third party financial planning software to integrate and simplify your wealth management information. Such software helps provide a complete snapshot of your entire financial portfolio and enables you and your CWM Financial Advisor to more closely monitor the progress toward your financial goals. Because the financial plan will be</p>

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	<p>based on the information that you provide to CWM, the completeness and accuracy of the information provided in the Client Questionnaire is very important. Once you have been presented with the financial plan, you will have the sole responsibility for determining whether to implement the recommendations contained therein. You may implement the planning recommendations through CWM or through another registered investment adviser or broker/dealer.</p> <p>Fees for our Financial Planning and Wealth Management Services are negotiated on a case-by-case basis depending on size, complexities, and other case specific circumstances. We may charge a negotiated flat fee, or an hourly rate of \$90 - \$325 per professional. In general, such fees are payable after the services are provided. In addition to the planning fees charged, you will also pay commissions to a third party broker and/or custodian and an advisory fee when implementing planning recommendations through CWM. All such fees, commissions, sums and charges will be disclosed in accordance with applicable laws and rules.</p> <p><u>ADDITIONAL INFORMATION AND DISCLOSURES:</u> CWM utilizes three clearing firms to provide brokerage, trade execution and custodial service options. These services are governed by a separate agreement between you and the clearing firm. These clearing firms do not provide investment advice or investment advisory services in connection with these services unless otherwise agreed upon with you in writing. You acknowledge that by authorizing managers, advisors or any sub-managers to direct brokerage, you may not receive best execution on transactions. However, CWM believes that execution quality and the processes for monitoring the same to be well within applicable industry standards and requirements for each clearing firm utilized. Additionally, CWM seeks to monitor execution quality independently, and will continue to seek enhancements to its processes for monitoring execution quality. Although CWM works with Envestnet and the clearing firms to negotiate favorable costs, you may pay more or less for the same services, than through another adviser. CWM Financial Advisors will receive compensation as a result of providing investment advisory services and may have a financial incentive to recommend such services. Comparable services may be available from other sources for free or for lower fees.</p>

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	<p>Direct investment in a mutual fund without utilizing CWM as a registered investment adviser or a CWM Financial Advisor may be less expensive, because you would not pay any advisory fee to CWM. From time-to-time, CWM will use information, services, research and recommendations provided by affiliated and non-affiliated entities, including but not limited to IWS, NFS, Schwab and Envestnet who may utilize different methods of analysis and/or sources of information.</p> <p>CWM may obtain and/or utilize information or investment strategies developed in conjunction with other independent entities or non-affiliated investment advisers. CWM may also perform its own due diligence on investments and/or third party money managers and may utilize other independent due diligence organizations to analyze certain offerings of securities and the ongoing performance of existing entities. Additionally, CWM officers and its CWM Financial Advisors attend numerous industry and securities regulatory seminars and conferences to obtain general and specific knowledge/information concerning not only types of investments but securities of specific issuers as well.</p> <p><u>Proxy Voting:</u> It is CWM's policy to inform IWS, NFS and Schwab as the clearing/custodial platforms for its advisory Clients, to forward all proxy materials directly to the Client so that they can independently decide what actions they wish to take with the proxies for their investments. As a registered investment adviser CWM has made the business decision that it will not vote customer proxies or hire a proxy voting service to meet this obligation.</p>	
2.	<p><u>TYPES OF CLIENTS:</u> CWM provides advisory services to individuals, corporations, trusts, endowments and foundations.</p>	
5.	<p><u>CWM EDUCATIONAL & BUSINESS STANDARDS:</u> CWM investment advisory professionals typically have a college degree, sometimes have an advanced degree in law, business or finance, and normally have at least five years of business experience in some business or professional activity. Persons employed by CWM in staff capacity in connection with its financial planning services may have accounting degrees and related experience. The follow individuals are either</p>	

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6.	<p>principal executive officers of CWM or part of CWM's Investment Advisory Committee.</p> <p><u>EDUCATION & BUSINESS BACKGROUND OF CWM KEY PERSONNEL</u></p> <p><i>Luke F. Baum, CFP - 1964</i> CWM's President. Luke joined CBIZ in 2005 as President of CBIZ Financial Solutions, Inc. ("CFS"). Prior to joining CBIZ he was a Regional Consultant with AssetMark Investment Services (2004-2005) and VP of Marketing with Dawson Wealth Management (2003-2004). From 1994 to 2002 Luke was VP and Chief Operations Officer of VESTAX Securities, Inc. Luke received a B.S.B.A. in Finance from John Carroll University and is a Certified Financial Planner™.</p> <p><i>Mark E. Pusey, JD - 1962</i> CWM's Chief Compliance Officer. Mark joined CBIZ in 2005 as Chief Compliance Officer and Corporate Counsel for CFS and is responsible for ensuring that CFS remains compliant with all applicable SEC, FINRA and State regulatory requirements. Prior to joining CFS, Mark was V.P., Associate Counsel for Key Bank (2003-2005) and V.P., CCO and General Counsel for Valmark Securities, Inc. (2000-2003). Mark received his B.S. from Miami University (1986) and his J.D. from Case Western Reserve University School of Law (1989).</p> <p><i>Christopher Brett D'Arcy, CFA - 1966</i> CWM Executive Vice President. Brett is a member of the CWS Investment Advisory Committee. Brett joined CBIZ in 2005. Prior to this time he was the Director of Investments for Nation Smith Hermes & Diamond from July 2003 until April 2005. From May 2002 until February 2003 he was a transition Portfolio Manager with The Frank Russell Company. From August 2001 until June 2003 Brett was a full time MBA student at the University of Washington. Brett received a B.S. in Economics from Cal Poly San Luis Obispo and a MBA from The University of Washington. Brett is a Chartered Financial Analyst.</p>
7._C.	<p><u>OTHER BUSINESS ACTIVITIES:</u> CWM is an operating unit of CBIZ, Inc. which also owns CBIZ Financial Solutions, Inc.("CFS"), a FINRA</p>

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8.C.	<p>member broker/dealer (See also 8.C.). CFS and its registered representatives primarily engage in the brokerage business of buying and selling mutual funds and variable insurance products for Clients. Registered representatives of CFS may also be licensed to sell insurance products through related and non-related insurance agencies or directly through nonaffiliated insurance companies.</p> <p><u>OTHER FINANCIAL INDUSTRY ACTIVITIES & AFFILIATIONS:</u> To the extent that your CWM Financial Advisor is also a registered representative with CFS, CFS and the CWM Financial Advisor may receive commissions as a result of executing trades for you in a separate brokerage account that you maintain outside of your CWM advisory relationship. CWM Financial Advisors may also be licensed to sell insurance products through related and non-related insurance agencies or directly through non-affiliated insurance companies. Because your CWM Financial Advisor can earn selling compensation in addition to his/her advisory fee by selling you other products or services, this opportunity could be construed as a conflict of interest.</p> <p>CFS is also a registered investment adviser primarily focused on retirement planning and pension consulting services. Your CWM Financial Advisor may also be registered as a financial advisor with CFS in order to provide retirement services.</p> <p>CBIZ is also a provider of integrated professional business services in the following areas: accounting and tax; employee benefits; wealth management; property and casualty insurance; payroll; IS consulting; and HR consulting. CBIZ also provides internal audit; Sarbanes-Oxley 404 compliance; valuation; litigation advisory; government relations; commercial real estate advisory; wholesale life and group insurance; healthcare consulting; medical practice management; worksite marketing; merger and acquisition and capital advisory services. Therefore, you may be presented specific products or services provided by such related individuals/entities and you may be charged a separate fee for such products/services.</p> <p>CWM is affiliated with CBIZ Accounting, Tax & Advisory LLC (CBIZ</p>

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9._B,_D_&_E.	<p>ATA) by common ownership under their corporate parent, CBIZ. From time to time, CWM Financial Advisors may receive client referrals from employees of CBIZ ATA and may seek tax advice from employees of CBIZ ATA in connection with the CWM Financial Advisor's planning activities.</p> <p>CWM is affiliated with insurance agencies, CBIZ Benefits & Insurance Services, Inc. (CBIZ B&I) and CBIZ Special Risk, Inc. (CSR), by common ownership under their corporate parent, CBIZ. Both have agreements with many non-affiliated insurance companies to market life, disability, long-term care, variable life, variable annuity and fixed annuity products. CWM may provide investment advice with respect to the purchase or sale of insurance products and/or the allocation of funds among the various sub-accounts within variable insurance contract products.</p> <p><u>PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS:</u> When requested by the Client or CWM Financial Advisor, or when involved in certain investment advisory services, CWM may effect, through one of its relationships with a third party custodial broker/dealer, the purchase and/or sale of securities on behalf of Clients (See 7. A., B. and C.). A CWM Financial Advisor who places an order for any transactions with the third party custodial broker/dealer is subject to the written supervisory procedures of CWM. For each such purchase or sale, the third party custodial broker/dealer is required to send to the Client a confirmation that contains specific information about the transaction.</p> <p>As part of the advisory services offered to Clients, CWM may make recommendations or investment decisions regarding securities or insurance products for which its affiliate, CFS, may receive service fees or other payments. From time to time CWM or CWM Financial Advisors may buy, own or sell the same securities that are also recommended to you. Such Advisors are subject to the provisions of CWM's policies regarding personal securities transactions. These policies are designed to prevent any detriment to Clients or any benefit to the CWM Financial Advisor resulting from investment activities based on facts or</p>

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	<p>circumstances known about the Client or their investment activities, whether past, present or future. CWM has also implemented policies designed to detect and prevent insider trading by its personnel. CWM will provide a copy of these policies, contained in the firm's Code of Ethics, to you or prospective Clients upon request.</p> <p><u>CFS Code of Ethics:</u> As stated previously, CWM or a related person of CWM may purchase or sell securities that are recommended to, or purchased, or sold for, clients. Personal securities transactions by certain persons associated with CWM ("CWM Associates") are subject to CWM's Code of Ethics. The Code of Ethics includes various reporting, disclosure and approval requirements, summarized below. CWM designed these requirements to prevent or mitigate actual or potential conflicts of interest with clients. The Code of Ethics applies not only to transactions by the CWM Associate, but also to transactions for accounts in which such person or the person's spouse, minor children or other dependents residing in the same household, have an interest. Compliance with the Code of Ethics is a condition of employment. In accordance with Securities and Exchange Commission rules relating to recordkeeping by investment advisors, CWM requires prompt reports of all reportable securities transactions. CWM further requires that all brokerage account relationships be disclosed, that CWM receive duplicate custodial account statements and annual certifications of compliance with the Code of Ethics from all CWM Associates. The responsibilities of CWM's Chief Compliance Officer (or designee) include overseeing the regular monitoring and verification of compliance of CWM Associates with the requirements of the Code of Ethics, and reporting material violations to CWM's senior management. Covered transactions of the Chief Compliance Officer will be reviewed by another officer (or designee) of CWM. CWM's Chief Compliance Officer also may recommend to management the imposition of sanctions against CWM Associates who violate the Code of Ethics, which could include suspension of personal investing privileges, or termination of employment, depending on the severity of the violation. CWM will provide a copy of these policies, contained in the firm's Code of Ethics, to a Client or prospective Client upon request.</p>

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10.	<p><u>CONDITIONS FOR MANAGING ACCOUNTS:</u> CWM has established, as a general guideline, \$100,000 as the minimum dollar value required to open an advisory account through CWM. In certain instances this minimum may be raised or lowered, or a Client's affiliated accounts may be aggregated to meet the established minimum.</p>	
11._A.	<p><u>REVIEW OF CLIENT ACCOUNTS:</u> Your CWM Financial Advisor will meet with you for a review of your account at least once annually, although in some instances this review may be held more frequently. The level of review and/or any increased frequency of reviews will be determined by your needs and/or at CWM's discretion. The review is often triggered by the receipt of copies of your statements/performance reports from third party managers or other financial institutions handling your assets.</p> <p>Typically, your review will be held with your CWM Financial Advisor. An additional review of your account(s) may be performed by the supervisory principal responsible for overseeing your CWM Financial Advisor. Any such supervisory review would be conducted to confirm that your personal information is complete and up-to-date, and that the investment model or manager selected continues to be suitable in meeting your stated objectives.</p>	
11._B.	<p><u>CLIENT STATEMENTS, CONFIRMATIONS & PERFORMANCE REPORTS:</u>¶Statements, confirmations, and performance reports are furnished from various financial service institutions/firms with which the client transacts business. These firms may include, but are not limited to, brokerage firms, investment companies, trust companies, other registered investment advisers, banks and credit unions. CWM may assist you in interpreting and/or reviewing statements/reports, etc. The frequency of such reports depends on the various financial institutions/firms generating the reports - typically, monthly, quarterly, annually or, in the instance of confirmation reports, as transactions occur.</p>	
12.	<p><u>INVESTMENT OR BROKERAGE DISCRETION:</u> CWM has entered into certain advisory relationships with clients requiring it as a Registered Investment Adviser to render investment advice to those</p>	

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13.	<p>clients on a discretionary basis pursuant to written authorization that the clients have granted. For these Clients, CWM has generally been granted authority to determine the broker/dealer to execute securities transactions, which securities are bought and sold, the total amount to be bought and sold and the commission rates at which the transactions will be effected. Limitations may be imposed by the Client in the form of specific constraints on any of the aforementioned areas of discretion. Although CWM may have discretionary authority to select broker/dealers, as an adviser it must rely on the customer's broker/dealer custodian for best execution when executing trades. To monitor the broker/dealers it uses to hold client accounts, CWM periodically reviews quality of execution reports and the broker dealer's rankings in industry price and timeliness reports to ascertain that it is seeking to obtain the best combination of net price and execution when effecting brokerage transactions for Client accounts. CWM believes that execution quality, and the processes for monitoring the same, are well within applicable industry standards and requirements for each clearing firm utilized.</p> <p>For certain advisory programs offered by CWM the executing broker/dealer is predetermined by the terms of the program as more fully described in the respective program descriptions which should be consulted for additional details concerning such arrangements.</p> <p>In addition to the price of commissions, CWM evaluates such factors as the following when analyzing overall execution quality: the size of transactions; the desired timing of transactions; the existing and anticipated activity in the market for the particular security; the nature of the securities being purchased or sold and any limitations on the trading activity for a particular security; and the execution, clearance, and settlement capabilities of the broker/dealer. Any research made available to CWM Financial Advisors that has been approved for public distribution may be provided to their Clients without additional charge.</p> <p><u>ADDITIONAL COMPENSATION:</u> As set forth above in 7.C. and 8.C., CWM, CWM Financial Advisors or its affiliated broker/dealer CFS and its registered representatives may make recommendations to clients regarding the use of other registered investment advisers, broker/dealers</p>

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	<p>and insurance companies/agencies to provide certain products or services for Clients. In return for such recommendations, CFS may receive certain promotional incentives, sales and marketing allowances, service fees, 12b-1 fees and/or commissions. In the event CWM is acting in the capacity of registered investment adviser or, alternatively, effecting transactions through its affiliate CFS and its registered representatives, it shall disclose to the client any fees or commissions or other compensation in advance as required by regulatory authorities and relevant professional codes of ethics.</p> <p>CWM or its associated persons may obtain referrals from other persons and pay referral fees to such persons. All such solicitor or referral arrangements shall be conducted in accordance with Section 206(4)-3 of the Investment Advisers Act of 1940. If such payments are made, they will be subject to certain requirements imposed by SEC rules under the Investment Advisers Act of 1940 and any individual state requirements, including a written agreement between CWM and the solicitor describing the solicitor's proposed activities, responsibilities and compensation. In addition, except in those instances where the solicitor is affiliated with CWM, the solicitor must provide the potential client with the CWM Form ADV Part II and a disclosure document which describes basic information relating to the solicitation including his/her compensation. The solicitor must also obtain a signed statement from the client acknowledging receipt of this disclosure document. CWM's payment of referral fees will not increase the advisory fee charged to the client.</p>

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