

Retirement Planning Specialists, Inc.

Form ADV Part 2A – Disclosure Brochure

Effective: March 25, 2013

This Disclosure Brochure provides information about the qualifications and business practices of Retirement Planning Specialists, Inc. ("RPS"). If you have any questions about the contents of this Disclosure Brochure, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com. RPS is a Registered Investment Advisor with the Securities Exchange Commission. The information in this Disclosure Brochure has not been approved or verified by the U.S. Securities and Exchange Commission ("SEC") or by any state securities authority. Registration of an investment advisor does not imply any certain level of skill or training. This Disclosure Brochure provides information about RPS to assist you in determining whether to retain the Advisor.

Additional information about RPS and its advisory persons are available on the SEC's website at www.adviserinfo.sec.gov.

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Item 2 – Material Changes

The Form ADV 2 is divided into two parts: *Part 2A and Part 2B*. *Part 2A* (the “Disclosure Brochure”) provides information about a variety of topics relating to an Advisor’s business practices and conflicts of interest. *Part 2B* (the “Brochure Supplement”) provides information about advisory personnel of RPS.

RPS believes that communication and transparency are the foundation of our relationship and continually strive to provide our Clients with the complete and accurate information at all times. We encourage all current and prospective Clients to read this Disclosure Brochure and discuss any questions you may have with us. And of course, we always welcome your feedback.

There have been no material changes to disclose at this time. RPS will update this section accordingly when a material change occurs.

Material Changes

- IARs that were previously registered representatives of Securities America, Inc. are now registered representatives of Comprehensive Asset Management and Servicing, Inc.
- We added information about Joseph Sarappo’s affiliation with certain insurance companies in **Item 10 - Other Financial Activities and Affiliations** and **Item 14 - Client Referrals and Other Compensation**.

Future Changes

From time to time, we may amend this Disclosure Brochure to reflect changes in our business practices, changes in regulations and routine annual updates as required by securities regulators. This complete Disclosure Brochure or a Summary of Material Changes shall be provided to each Client annually and if a material change occurs in the business practices of RPS.

At any time, you may view the current Disclosure Brochure on-line at the SEC’s Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

To review the firm information for RPS:

- Click **Investment Advisor Search** in the left navigation menu.
- Select the option for **Investment Advisor Firm** and enter **157811** (our firm’s CRD number) in the field labeled “Firm IARD/CRD Number”.
- This will provide access to Form ADV Part 1 and Part 2.
- Item 11 of the ADV Part 1 lists legal and disciplinary questions regarding the Advisor.
- In the left navigation menu, Form ADV Part 2 is located near the bottom.

You may also request a copy of this Disclosure Brochure at any time, by contacting us at (215) 657-8600 or by email at jsarappo@retire-yes.com.

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Item 4 – Advisory Services

A. Firm Information

Retirement Planning Specialists, Inc. (“RPS” or the “Advisor”) is a Registered Investment Advisor with the Securities Exchange Commission, which is organized as a Corporation under the laws of the Commonwealth of Pennsylvania in 1998. RPS was founded in August of 1998 and is owned and operated by President, Joseph P. Sarappo. The firm became a Registered Investment Advisor in July 2011. This Disclosure Brochure provides information regarding the qualifications, business practices, and the advisory services provided by RPS.

B. Advisory Services Offered

RPS offers investment advisory services to individuals, high net worth individuals, trusts, and estates in Pennsylvania and other states (each referred to as a “Client”).

Account Portfolio Management

RPS provides customized investment advisory solutions for its Clients. This is achieved through continuous personal Client contact and interaction while providing discretionary investment management and consulting services. RPS works with each Client to identify their investment goals and objectives as well as risk tolerance and financial situation in order to create a portfolio allocation. RPS will then construct a portfolio, consisting of low-cost, diversified mutual funds and/or exchange-traded funds (“ETFs”) to achieve the Client’s investment goals. The Advisor may also utilize individual stocks and bonds to meet the needs of its Clients.

RPS’ investment strategy is primarily long-term focused, but the Advisor may buy, sell or re-allocate positions that have been held less than one year to meet the objectives of the Client or due to market conditions. RPS will construct, implement and monitor the portfolio to ensure it meets the goals, objectives, circumstances, and risk tolerance agreed to by the Client. Each Client will have the opportunity to place reasonable restrictions on the types of investments to be held in their respective portfolio, subject to acceptance by the Advisor.

RPS evaluates and selects ETFs and mutual funds for inclusion in Client portfolios only after applying their internal due diligence process. RPS may recommend, on occasion, redistributing investment allocations to diversify the portfolio. RPS may recommend specific positions to increase sector or asset class weightings. The Advisor may recommend employing cash positions as a possible hedge against market movement, which may adversely affect the portfolio. RPS may recommend selling positions for reasons that include, but are not limited to, harvesting capital gains or losses, business or sector risk exposure to a specific security or class of securities, overvaluation or overweighting of the position[s] in the portfolio, change in risk tolerance of Client, generating cash to meet Client needs, or any risk deemed unacceptable for the Client’s risk tolerance.

Prior to rendering investment advisory services, RPS will ascertain, in conjunction with the Client, the Client’s financial situation, risk tolerance, and investment objective[s].

RPS will provide investment advisory services and portfolio management services and will not provide securities custodial or other administrative services. At no time will RPS accept or maintain custody of a Client’s funds or securities. All Client assets will be managed within their designated brokerage account or pension account, pursuant to the Client Investment Advisory Agreement.

C. Client Account Management

Prior to engaging RPS to provide investment advisory services, each Client is required to enter into an Investment Advisory Agreement with the Advisor that defines the terms, conditions, authority and responsibilities of the Advisor and the Client. These services may include:

- Establishing an Investment Policy Statement – RPS, in connection with the Client, may develop a statement that summarizes the Client’s investment goals and objectives along with the broad strategy[ies] to be employed to meet the objectives. An Investment Policy Statement generally includes specific information on the Client’s stated goals, time horizon for achieving the goals, investment strategies, Client risk tolerance and any restrictions imposed by the Client.

- Asset Allocation – RPS will develop a strategic asset allocation that is targeted to meet the investment objectives, time horizon, financial situation and tolerance for risk for each Client.
- Portfolio Construction – RPS will develop a portfolio for the Client that is intended to meet the stated goals and objectives of the Client.
- Investment Management and Supervision – RPS will provide investment management and ongoing oversight of the Client's portfolio and overall account.

D. Wrap Fee Programs

RPS does not manage or place Client assets into a wrap fee program. Investment management services are provided directly by RPS.

E. Assets Under Management

As of December 31, 2012, RPS had the following assets under management:

Assets Under Management	Assets
Discretionary Assets	\$134,480,358
Non-Discretionary Assets	\$9,605,924
Total	\$144,086,282

Item 5 – Fees and Compensation

The following paragraphs detail the fee structure and compensation methodology for investment management. Each Client shall sign an Investment Advisory Agreement that details the responsibilities of RPS and the Client.

A. Fees for Advisory Services

Account Portfolio Management

Investment Advisory Fees are paid monthly in advance pursuant to the terms of the Investment Advisory Agreement. Investment Advisory Fees are based on the market value of assets under management at the end of each calendar month. Investment Advisory Fees range from 1.50% to 0.65% based on the following schedule:

Assets Under Management	Annual Rate
Under \$500,000	1.50%
\$500,000 to \$999,999	1.20%
\$1,000,000 to \$2,499,000	1.00%
\$2,500,000 to \$4,999,999	0.80%
\$5,000,000 to \$9,999,999	0.65%
\$10,000,000 and up	Negotiable

Investment Advisory Fees in the first month of service are prorated from the inception date of the account to the end of the first month. Fees may be negotiable at the discretion of the Advisor. The Client's fees will take into consideration the aggregate assets under management with Advisor. All securities held in accounts managed by RPS will be independently valued by the designated Custodian. RPS will not have the authority or responsibility to value portfolio securities.

B. Fee Billing

Account Portfolio Management

Investment Advisory Fees will be automatically deducted from the Client Account by the Custodian. The Advisor shall send an invoice to the Custodian indicating the amount of the fees to be deducted from the Client Account at the respective month end date. The amount due is calculated by applying the monthly rate (annual rate divided by 12) to the total assets under management with RPS at the end of each month. Clients will be provided with a

statement, at least quarterly, from the Custodian reflecting deduction of the Investment Advisory Fee. In addition, the Advisor will provide the Client a report itemizing the fee, including the calculation period covered by the fee, the account value and the methodology used to calculate the fee. It is the responsibility of the Client to verify the accuracy of these fees as listed on the custodian's brokerage statement as the Custodian does not assume this responsibility. Clients provide written authorization permitting RPS to be paid directly from their accounts held by the Custodian as part of the Investment Advisory Agreement and separate account forms provided by the Custodian.

C. Other Fees and Expenses

Clients may incur certain fees or charges imposed by third parties, other than RPS, in connection with investments made on behalf of the Client's account[s]. The Client is responsible for all custodial and securities execution fees charged by the custodian and executing broker-dealer. The Investment Advisory Fee charged by RPS is separate and distinct from these custodian and execution fees.

In addition, all fees paid to RPS for investment advisory services are separate and distinct from the expenses charged by mutual funds and exchange-traded funds to their shareholders, if applicable. These fees and expenses are described in each fund's prospectus. These fees and expenses will generally be used to pay management fees for the funds, other fund expenses, account administration (e.g., custody, brokerage and account reporting), and a possible distribution fee. A Client could invest in these products directly, without the services of RPS, but would not receive the services provided by RPS which are designed, among other things, to assist the Client in determining which products or services are most appropriate to each Client's financial situation and objectives. Accordingly, the Client should review both the fees charged by the fund[s] and the fees charged by RPS to fully understand the total fees to be paid.

For more information Clients should review Item 12 – Brokerage Practices.

D. Advance Payment of Fees and Termination

Account Portfolio Management

RPS is compensated for its services in advance of the month in which investment advisory services are rendered. Clients may request to terminate their Investment Advisory Agreement with RPS, in whole or in part, by providing advance written notice. The Client shall be responsible for Investment Advisory Fees up to and including the effective date of termination. Upon termination, the Advisor will refund any unearned, prepaid Investment Advisory Fees from the effective date of termination to the end of the month. The Client's Investment Advisory Agreement with the Advisor is non-transferable without Client's written approval.

E. Compensation for Sales of Securities

In addition to providing advisory services, our investment advisor representatives may also be registered representative and independently licensed insurance agents. Therefore, they may earn fees when providing advisory services and commissions when selling securities and/or insurance products to Clients. This may present a conflict of interest as our investment advisor representatives may have incentives to recommend investment products based on the compensation received. However, these conflicts are disclosed to Client in advance of the transaction. In addition, Clients are not required to implement recommendations through the investment advisor representative and may utilize other broker/dealers or insurance agents.

The Advisor waives advisory fees on assets where an investment advisor representative earns a commission. Generally, the Advisor recommends "no-load" mutual funds where appropriate.

Item 6 – Performance-Based Fees

RPS does not charge performance-based fees for its investment advisory services. The fees charged by RPS are as described in Item 5 – Fees and Compensation above and are not based upon the capital appreciation of the funds or securities held by any Client.

RPS does not manage any proprietary investment funds or limited partnerships (for example, a mutual fund or a hedge fund) and has no financial incentive to recommend any particular investment options to its Clients.

Item 7 – Types of Clients

RPS provides investment advisory services to individuals, high net worth individuals, trusts and estates. The relative percentage of each type of Client is available on RPS' Form ADV Part 1. These percentages will change over time. RPS generally does not impose a minimum account size for establishing a relationship.

Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss

A. Methods of Analysis

RPS primarily employs fundamental analysis methods in developing investment strategies for its Clients. Research and analysis from RPS is derived from numerous sources, including financial media companies, third-party research materials, Internet sources, and reviews of company activities, including annual reports, prospectuses, press releases and research prepared by others.

As noted above, RPS generally employs a long-term investment strategy for its Clients, as consistent with their financial goals. RPS will typically hold all or a portion of a security for more than a year, but may hold for shorter periods for the purpose of rebalancing a portfolio or meeting the cash needs of Clients. At times, RPS may also buy and sell positions that are more short-term in nature, depending on the goals of the Client and/or the fundamentals of the security, sector or asset class.

B. Risk of Loss

Investing in securities involves certain investment risks. Securities may fluctuate in value or lose value. Clients should be prepared to bear the potential risk of loss. RPS will assist Clients in determining an appropriate strategy based on their tolerance for risk and other factors noted above. However, there is no guarantee that a Client will meet their investment goals.

Each Client engagement will entail a review of the Client's investment goals, financial situation, time horizon, tolerance for risk and other factors to develop an appropriate strategy for managing a Client's account. Client participation in this process, including full and accurate disclosure of requested information, is essential for the analysis of a Client's account. The Advisor shall rely on the financial and other information provided by the Client or their designees without the duty or obligation to validate the accuracy and completeness of the provided information. It is the responsibility of the Client to inform the Advisor of any changes in financial condition, goals or other factors that may affect this analysis.

The risks associated with a particular strategy are provided to each Client in advance of investing Client accounts. The Advisor will work with each Client to determine their tolerance for risk as part of the portfolio construction process.

Past performance is not a guarantee of future returns. Investing in securities and other investments involves a risk of loss that each Client should understand and be willing to bear. Clients are reminded to discuss these risks with the Advisor. For more information on our investment management services, please contact us at (215) 657-8600 or via email at jsarappo@retire-yes.com.

Item 9 – Disciplinary Information

There are no legal, regulatory or disciplinary events involving RPS or any of its employees. RPS and its advisory personnel value the trust you place in us. As we advise all Clients, we encourage you to perform the requisite due diligence on any advisor or service provider with which you partner. Our backgrounds are on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov. To review the firm information contained in ADV Part 1, select the option for Investment Adviser Firm and enter **157811** in the field labeled "Firm IARD/CRD Number". This will provide access to Form ADV Parts 1 and 2. Item 11 of the ADV Part 1 lists legal and disciplinary questions. You may also research the background of Joseph P. Sarappo III by selecting the Investment Adviser Representative and entering Mr. Sarappo's Individual CRD# **1868768** in the field labeled "Individual CRD Number".

Item 10 – Other Financial Activities and Affiliations

Broker-Dealer Affiliation

Certain advisory persons of RPS are also registered representatives of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein “Comprehensive”). Comprehensive Asset Management and Servicing is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. While RPS does not receive any commissions, advisory persons, in their separate capacity as registered representatives of Comprehensive, will typically receive commissions for the implementation of recommendations for commissionable transactions. Clients are not obligated to implement any recommendation provided by RPS or its advisory persons.

Generally, recommendations made by RPS to its Clients are implemented by advisory persons of RPS in their roles as Investment Advisor Representatives of RPS, not in their separate role as Registered Representatives of Comprehensive. As such, Clients of RPS pay only advisory fees as described above. In no circumstances will RPS earn an advisory fee and a commission on the same investment. In the event that any advisory person earns a commission on an investment, the advisory fee will be waived by RPS.

Insurance Agency Affiliations

Joseph Sarappo, president of RPS, may serve as sales agent for various insurance companies. This activity is done separate and apart from his role with RPS. As an insurance agent, Mr. Sarappo may receive customary commissions and other related revenues from the various insurance companies whose products are sold. Commissions generated by insurance sales do not offset regular advisory fees. This may cause a conflict of interest in recommending certain products of the insurance companies. Clients are under no obligation to implement any recommendations made by Mr. Sarappo or the Advisor. Generally the Advisor intends to service existing insurance clients and does not intend to make any new insurance sales going forward.

Item 11 – Code of Ethics, Participation in Client Transactions and Personal Trading

A. Code of Ethics

RPS has implemented a Code of Ethics that defines our fiduciary commitment to each Client. This Code of Ethics applies to all persons associated with RPS. The Code of Ethics was developed to provide general ethical guidelines and specific instructions regarding our duties to you, our Client. RPS and its personnel owe a duty of loyalty, fairness and good faith towards each Client. It is the obligation of RPS associates to adhere not only to the specific provisions of the Code, but also to the general principles that guide the Code. The Code of Ethics covers a range of topics that may include; general ethical principles, reporting personal securities trading, reportable securities, initial public offerings and private placements, reporting ethical violations, distribution of the Code of Ethics, review and enforcement processes, amendments to Form ADV and supervisory procedures. RPS has written its Code of Ethics to meet and exceed regulatory standards. To request a copy of our Code of Ethics, please contact us at (215) 657-8600 or via email at jsarappo@retire-yes.com.

B. Personal Trading and Conflicts of Interest

RPS allows our employees to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients. Owning the same securities we recommend (purchase or sell) to you presents a potential conflict of interest that, as fiduciaries, we must disclose to you and mitigate through policies and procedures. As noted above, we have adopted, consistent with Section 204A of the Investment Advisers Act of 1940, a Code of Ethics, which addresses insider trading (material non-public information controls) and personal securities reporting procedures. We have also adopted written policies and procedures to detect the misuse of material, non-public information. We may have an interest or position in certain securities, which may also be recommended to you.

At no time, will RPS or any associated person of RPS, transact in any security to the detriment of any Client.

Item 12 – Brokerage Practices

A. Recommendation of Custodian[s]

RPS does not have discretionary authority to select the broker-dealer/custodian for custodial and execution services or the administrator for defined contribution accounts. The Client will select the broker-dealer or

custodian (herein the "custodian") to safeguard Client assets and authorize RPS to direct trades to this custodian as agreed in the Investment Advisory Agreement. Further, RPS does not have the discretionary authority to negotiate commissions on behalf of our Clients on a trade-by-trade basis.

Where RPS does not exercise discretion over the selection of the custodian, it may recommend the custodian[s] to Clients for execution and/or custodial services. Clients are not obligated to use the recommended custodian and will not incur any extra fee or cost associated with using a broker not recommended by RPS. RPS may recommend a custodian based on criteria such as, but not limited to, reasonableness of commissions charged to the Client, services made available to the Client, and location of the custodian's offices. RPS does not receive research services, other products, or compensation as a result of recommending a particular broker that may result in the Client paying higher commissions than those obtainable through other brokers.

Participation in Institutional Advisor Platform

RPS has established an institutional relationship with Fidelity to assist the Advisor in managing Client account[s]. Access to the Fidelity Institutional platform is provided at no charge to the Advisor. The Advisor receives access to software and related support without cost because the Advisor renders investment management services to Clients that maintain assets at Fidelity. The software and related systems support may benefit the Advisor, but not its Clients directly. In fulfilling its duties to its Clients, the Advisor endeavors at all times to put the interests of its Clients first. Clients should be aware, however, that the receipt of economic benefits from a custodian creates a potential conflict of interest since these benefits may influence the Advisor's recommendation of this custodian over one that does not furnish similar software, systems support, or services.

Additionally, the Advisor may receive the following benefits from Fidelity: receipt of duplicate Client confirmations and bundled duplicate statements; access to a trading desk that exclusively services its institutional participants; access to block trading which provides the ability to aggregate securities transactions and then allocate the appropriate shares to Client accounts; and access to an electronic communication network for Client order entry and account information.

Following are additional details regarding the brokerage practices of the Advisor:

- 1. *Soft Dollars*** - Soft dollars are revenue programs offered by broker-dealers whereby an advisor enters into an agreement to place security trades with the broker in exchange for research and other services. **RPS does not participate in soft dollar programs sponsored or offered by any broker-dealer.**
- 2. *Brokerage Referrals*** - RPS does not receive any compensation from any third party in connection with the recommendation for establishing a brokerage account.
- 3. *Directed Brokerage*** - All Clients are serviced on a "directed brokerage basis", where RPS will place trades within the established account[s] at the custodian designated by the Client. Further, all Client accounts are traded within their respective brokerage account[s]. The Advisor will not engage in any principal transactions (i.e., trade of any security from or to the Advisor's own account) or cross transactions with other Client accounts (i.e., purchase of a security into one Client account from another Client's account[s]). In selecting the custodian, RPS will not be obligated to select competitive bids on securities transactions and does not have an obligation to seek the lowest available transaction costs. These costs are determined by the designated custodian.

B. Aggregating and Allocating Trades

The primary objective in placing orders for the purchase and sale of securities for Client accounts is to obtain the most favorable net results taking into account such factors as 1) price, 2) size of order, 3) difficulty of execution, 4) confidentiality and 5) skill required of the broker. RPS will execute its transactions through an unaffiliated broker-dealer selected by the Client. Since the Client directs the Advisor to use a specific broker – the Advisor may be unable to achieve the most favorable execution of Client transactions. RPS may aggregate orders in a block trade or trades when securities are purchased or sold through the same broker-dealer for multiple (discretionary) accounts. If a block trade cannot be executed in full at the same price or time, the securities actually purchased or sold by the close of each business day must be allocated in a manner that is consistent with the initial pre-allocation or other written statement. This must be done in a way that does not consistently advantage or disadvantage particular Client accounts.

Item 13 – Review of Accounts

A. Frequency of Reviews

Accounts are monitored on a regular and continuous basis by Mr. Sarappo, president of RPS. Formal reviews are generally conducted at least annually or more or less frequently depending on the needs of the Client.

B. Causes for Reviews

In addition to the investment monitoring noted in Item 13.A., each Client account shall be reviewed at least annually. Reviews may be conducted more or less frequently at the Client's request. Accounts may be reviewed as a result of major changes in economic conditions, known changes in the Client's financial situation, and/or large deposits or withdrawals in the Client's account. The Client is encouraged to notify RPS if changes occur in his/her personal financial situation that might adversely affect his/her investment plan. Additional reviews may be triggered by material market, economic or political events.

C. Review Reports

The Client will receive written brokerage statements no less than quarterly from the trustee or custodian. These brokerage statements are sent directly from the custodian to the Client. The Client may also establish electronic access to the custodian's website so that the Client may view these reports and their account activity. Client brokerage statements will include all positions, transactions and fees relating to the Client's account[s]. The Advisor may also provide Clients with periodic reports regarding their holdings, allocations, and performance.

Item 14 - Client Referrals and Other Compensation

A. Compensation Received by RPS

Broker-Dealer Affiliation

Certain advisory persons of RPS are also registered representatives of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein "Comprehensive"). Comprehensive is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. While RPS does not receive any commissions, advisory persons, in their separate capacity as registered representatives of Comprehensive, will typically receive commissions for the implementation of recommendations for commissionable transactions. Clients are not obligated to implement any recommendation provided by RPS or its advisory persons.

Insurance Agency Affiliations

Joseph Sarappo, president of RPS, may serve as sales agent for various insurance companies. This activity is done separate and apart from his role with RPS. As an insurance agent, Mr. Sarappo may receive customary commissions and other related revenues from the various insurance companies whose products are sold. Commissions generated by insurance sales do not offset regular advisory fees. This may cause a conflict of interest in recommending certain products of the insurance companies. Clients are under no obligation to implement any recommendations made by Mr. Sarappo or the Advisor. Generally the Advisor intends to service existing insurance clients and does not intend to make any new insurance sales going forward.

B. Client Referrals from Solicitors

RPS does not engage paid solicitors for Client referrals.

Item 15 - Custody

RPS does not accept or maintain custody of any Client accounts. All Clients must place their assets with a qualified custodian. Clients are required to select their own custodian to retain their funds and securities and direct RPS to utilize that custodian for the Client's security transactions. RPS encourages its Clients to compare the account statements received from the qualified custodian with those they received from RPS. For more information about custodians and brokerage practices, see Item 12 - Brokerage Practices.

Item 16 - Investment Discretion

RPS generally has discretion over the selection and amount of securities to be bought or sold in Client accounts without obtaining prior consent or approval from the Client. However, these purchases or sales may be subject to specified investment objectives, guidelines, or limitations previously set forth by the Client and agreed to by RPS. Discretionary authority will only be authorized upon full disclosure to the Client. The granting of such authority will be evidenced by the Client's execution of an Investment Advisory Agreement containing all applicable limitations to such authority. All discretionary trades made by RPS will be in accordance with each Client's investment objectives and goals.

Item 17 – Voting Client Securities

RPS does not accept proxy-voting responsibility for any Client.

Item 18 – Financial Information

Neither RPS, nor its management has any adverse financial situations that would reasonably impair the ability of RPS to meet all obligations to its Clients. Neither RPS, nor any of its advisory persons, has been subject to a bankruptcy or financial compromise. RPS is not required to deliver a balance sheet along with this Brochure as the firm does not collect advance fees for services to be performed six months or more in advance.

Form ADV Part 2B – Brochure Supplement

for

**Joseph P. Sarappo
President**

Effective: March 25, 2013

This Brochure Supplement provides information about the background and qualifications of Joseph P. Sarappo (CRD# 1868768) in addition to the information contained in the Retirement Planning Specialists, Inc. ("RPS" or the "Advisor" - CRD #157811) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the RPS Disclosure Brochure or this Brochure Supplement, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com

Additional information about Mr. Sarappo is available on the SEC's Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Item 2 – Educational Background and Business Experience

The President of RPS is Joseph P. Sarappo. Mr. Sarappo, born in 1961, is a dedicated Portfolio Manager for Client accounts of RPS. Mr. Sarappo attended evening schools at the University of Pennsylvania from 1983 to 1989. Additional information regarding Mr. Sarappo's employment history is included below.

Employment History:

President, Retirement Planning Specialists, Inc.	05/2011 to Present
Registered Representative, Comprehensive Asset Management and Servicing, Inc.	7/2012 to Present
Registered Representative, Securities America, Inc.	12/2004 to 7/2012
Owner / CEO, Sarappo's Pizza	01/2005 to Present
Investment Advisor Representative, Securities America Advisors, Inc.	01/2005 to 05/2011
Advisor, MML Investors Services, Inc.	06/1990 to 12/2004
Advisor, Massachusetts Mutual Life Insurance Company	02/1990 to 12/2004

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Mr. Sarappo. Mr. Sarappo has never been involved in any regulatory, civil or criminal action. There have been no client lawsuits, arbitration claims or administrative proceedings against Mr. Sarappo.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and /or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mr. Sarappo.*

However, we do encourage you to independently view the background of Mr. Sarappo on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov. Select Investment Adviser Search from the left navigation menu. Then select the option for Investment Adviser Representative and enter **1868768** in the field labeled "Individual CRD Number".

Item 4 – Other Business Activities

Mr. Sarappo has additional business activities that are detailed in Item 10 - Other Financial Activities and Affiliations in Part 2A above.

Item 5 – Additional Compensation

Mr. Sarappo has additional business activities where compensation is received, including his role as a registered representative of Comprehensive Asset Management and Servicing, Inc. and as an insurance agent for various insurance companies.

These business activities are detailed in Item 10 - Other Financial Activities and Affiliations in Part 2A above.

Item 6 – Supervision

Mr. Sarappo serves as the President and Chief Compliance Officer of RPS. Mr. Sarappo can be reached at (215) 657-8600.

RPS has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its employees. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

Form ADV Part 2B – Individual Disclosure Brochure

for

Christopher Sacco

Effective: March 25, 2013

This Brochure Supplement provides information about the background and qualifications of Christopher Sacco (CRD# 4746453) in addition to the information contained in the Retirement Planning Specialists, Inc. ("RPS" or the "Advisor") Disclosure Brochure. If you have not received a copy of this Brochure Supplement or if you have any questions about the contents of this Brochure Supplement or RPS' Disclosure Brochure, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com.

Additional information about Christopher Sacco is available on the SEC's Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Item 2 – Educational Background and Business Experience

Christopher Sacco is a Investment Advisor Representative of Retirement Planning Specialists, Inc.. Mr. Sacco, born in 1973, is dedicated to serving the Clients of Retirement Planning Specialists, Inc. Mr. Sacco earned a Bachelor of Science in Accounting from Penn State University in 1996. Additional information regarding Mr. Sacco's employment history is included below.

Employment History:

Investment Advisor Representative, Retirement Planning Specialists, Inc.	05/2011 to Present
Registered Representative, Comprehensive Asset Management and Servicing, Inc.	7/2012 to Present
Registered Representative, Securities America, Inc	08/2007 to 7/2012
Investment Advisor Representative, Securities America Advisors, Inc.	07/2008 to 05/2011
Advisor, New England Securities	11/2006 to 08/2007
Advisor, MML Investor Services, Inc	02/2004 to 10/2006
Advisor, Whipple and Associates	11/2003 to 10/2006
Analyst, Pilgrim, Baxter & Associates	09/1997 to 10/2003

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Mr. Sacco. Mr. Sacco has never been involved in any regulatory, civil or criminal action. There have been no Client lawsuits, arbitration claims or administrative proceedings against Mr. Sacco.

Securities laws require an advisor to disclose any instances where the advisor or its advisory persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and /or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mr. Sacco.*

However, we do encourage you to independently view the background of Mr. Sacco on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov. Select Investment Adviser Search from the left navigation menu. Then select the option for Investment Adviser Representative and enter **4746453** in the field labeled "Individual CRD Number".

Item 4 – Other Business Activities

Broker-Dealer Affiliation

Mr. Sacco is also a registered representative of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ. Comprehensive Asset Management and Servicing is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. While RPS does not receive any commissions, Mr. Sacco in his separate capacity as a registered representative, will typically receive commissions for the implementation of recommendations for commissionable transactions. Clients are not obligated to implement any recommendation provided by Mr. Sacco.

Item 5 – Additional Compensation

Broker-Dealer Affiliation

Mr. Sacco is also a registered representative of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ. Comprehensive Asset Management and Servicing is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. In his separate capacity as a registered representative, Mr. Sacco will typically receive commissions for the implementation of recommendations for commissionable transactions.

Item 6 – Supervision

Mr. Sacco serves as a Financial Advisor of RPS and is supervised by Joseph Sarappo, the Chief Compliance Officer. Mr. Sarappo can be reached at (215) 657-8600.

RPS has implemented a Code of Ethics and internal compliance that guide each employee in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its employees. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

Privacy Policy

Effective: March 25, 2013

Our Commitment to You

Retirement Planning Specialists, Inc. ("RPS") is committed to safeguarding the use of your personal information that we have as your Investment Advisor. RPS (referred to as "we", "our" and "us" throughout this notice) protects the security and confidentiality of the personal information we have and make efforts to ensure that such information is used for proper business purposes in connection with the management or servicing of your account. Our relationship with you is our most important asset. We understand that you have entrusted us with your private information, and we do everything we can to maintain that trust.

We do not sell your non-public personal information to anyone. Nor does RPS provide such information to others except for discrete and proper business purposes in connection with the servicing and management of your account as discussed below.

Details of our approach to privacy and how your personal non-public information is collected and used are set forth in this privacy policy.

The Information We Collect About You

You typically provide personal information when you complete the paperwork required to become our Client. This information may include:

• Name and address	• Assets
• E-mail address	• Income
• Phone number	• Account balance
• Social security or taxpayer identification number	• Investment activity
	• Accounts at other institutions

In addition, we may collect non-public information about you from the following sources:

- Information we receive on Brokerage Agreements, Managed Account Agreements and other Subscription and Account Opening Documents;
- Information we receive in the course of establishing a customer relationship including, but not limited to, applications, forms, and questionnaires;
- Information about your transactions with us or others

Information About You That RPS Shares

RPS works to provide products and services that benefit our customers. We may share non-public personal information with non-affiliated third parties (such as brokers and custodians) as necessary for us to provide agreed services and products to you consistent with applicable law. We may also disclose non-public personal information to other financial institutions with whom we have joint business arrangements for proper business purposes in connection with the management or servicing of your account. In addition, your non-public personal information may also be disclosed to you, persons we believe to be your authorized agent or representative, regulators in order to satisfy RPS' regulatory obligations, and as otherwise required or permitted by law. Lastly, we may disclose your non-public personal information to companies we hire to help administrate our business. Companies we hire to provide services of this kind are not allowed to use your personal information for their own purposes and are contractually obligated to maintain strict confidentiality. We limit their use of your personal information to the performance of the specific service we have requested.

To repeat, we do not sell your non-public personal information to anyone.

Information About Former Clients

RPS does not disclose, and does not intend to disclose, non-public personal information to non-affiliated third parties with respect to persons who are no longer our clients.

Confidentiality and Security

Our employees are advised about the firm's need to respect the confidentiality of our customers' non-public personal information. Additionally, we maintain physical, procedural and electronic safeguards in an effort to protect the information from access by unauthorized parties.

We'll Keep You Informed

We will send you notice of our privacy policy annually for as long as you maintain an ongoing relationship with us. Periodically we may revise our privacy policy, and will provide you with a revised policy if the changes materially alter the previous privacy policy. We will not, however, revise our privacy policy to permit the sharing of non-public personal information other than as described in this notice unless we first notify you and provide you with an opportunity to prevent the information sharing. You may obtain a copy of our current privacy policy by contacting us at (215) 657-8600 or via email at jsarappo@retire-yes.com.