



**D3 Financial Counselors LLC**

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This brochure supplement provides information about the D3 Financial Counselors staff that supplements the D3 Financial Counselors brochure. You should have received a copy of that brochure. Please contact us at (630) 271-0033 if you did not receive the D3 Financial Counselors LLC's brochure or if you have any questions about the contents of this supplement.

Additional information about registered investment advisors Donald Duncan, Adam Glassberg, Michael Meyers, Ryan Pace and Sharon Wallyn is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**EDUCATION** Donald Duncan has the following educational credentials:

**2006: Personal Financial Specialist (PFS),**

**2001: Certified Financial Planner (CFP®),**

**1997: Certified Specialist in Estate Planning (CSEP),**

**1992: Chartered Financial Analyst (CFA),**

**1987: Master of Business Administration (MBA), DePaul University, Chicago, IL** Marketing Major,

**1985: Certified Public Accountant (CPA Registered),**

**1980: Bachelor of Science (BS), Illinois State University, Normal, IL** Triple major in Finance, Operations Management and Human Resource Management.

**BUSINESS EXPERIENCE** Donald Duncan has the following business experience:

**1997-Present: Owner and Principal for D3 Financial Counselors LLC**

He is responsible for managing all aspects of clients' financial wellbeing, including portfolio management and financial planning.

**1986- 1997: Vice President, Assistant Division Manager, Northern Trust Co.**

He managed Northern Trust's Trust Department Cash Investment Management Division. He was responsible for all aspects of portfolio management for short term fixed income funds; including mutual funds, common funds, and collective funds. He had major emphasis on technology, human resource management, and systems engineering approaches to management. He had co-responsibility for over \$70 billion in assets.

**1989-1991: Director of Credit Research, Northern Trust Co.**

He established initial credit research capability for fixed income investments within the Trust Department while also managing all aspects of short term municipal investments

**1986-1997: Technology Development and Systems Planning, Northern Trust.**

He performed design, development and installation of portfolio management systems applications, focusing on analysis and controls for \$70 billion Cash Investment Management Division

**1980-1986: Trust Operations Supervisor, Planning Officer, Strategic Planning Officer, Financial Analyst, Northern Trust Co.**

**PROFESSIONAL ORGANIZATIONS** Donald Duncan is a member of the following:

CFA Institute (CFAI), CFA Society of Chicago (CFAC), American Institute of Certified Public Accountants (AICPA), Illinois CPA Society (ICPA), American Association of Individual Investors (AAII), Illinois Financial Planning Association (FPA), National Association of Personal Financial Advisors (NAPFA), and the Downers Grove Area Chamber of Commerce.

**AGE** Donald Duncan was born in 1956.

## **DISCIPLINARY INFORMATION**

Donald Duncan has *never* been subject to any disciplinary action.

## **OTHER BUSINESS ACTIVITIES**

Donald Duncan is *not* involved in any other investment-related business or occupation.

## **ADDITIONAL COMPENSATION**

Donald Duncan does *not* receive any other compensation from any non-client for the provision of advisory services.

## **SUPERVISION**

Donald Duncan, Managing Member D3 Financial Counselors (630- 271-0033), is the designated principal for all D3 employees.

**EDUCATION** Michael Meyers has the following education credentials:

**2006: Certified Financial Planner (CFP®),**

**2005: Certificate in Financial Planning, DePaul University, Chicago, Ill,**

**1984: Master of Business Administration (MBA), University of Chicago, Chicago, Ill,**

Beta Gamma Sigma business honorary society,

**1969: Master of Science (MS) in Computer Science, University of Chicago, Chicago, Ill,**

**1967: Bachelor of Arts (BA) in Mathematics cum laude, Illinois of Illinois at Urbana-Champaign, Ill,**

Pi Mu Epsilon mathematics honorary society.

**BUSINESS EXPERIENCE** Michael Meyers has the following business experience:

**2007-Present: Financial Planner & Chief Compliance Officer, D3 Financial Counselors LLC**

He is Chief Compliance Officer. He also assists D3Financial Counselors' clients across a wide area including developing financial plans, researching investment opportunities, client income taxes, etc.

**2003-present: Farmington Central Academic Foundation.**

He is Co-Treasurer & head of the Investments Committee for a foundation that awards scholarships to high school graduates.

**2005-2013: AARP Tax-Aide**

He assisted low income clients in preparation and filing of federal & state income taxes

**1981- 2001: Director Product Management/Marketing, AT&T Network Systems/Lucent Technologies.**

He was responsible for the development, product management & marketing of a number of major Lucent product lines with annual sales in excess of a billion dollars.

**1967-1981: Software Engineer/Manager, AT&T Bell Laboratories.**

He was responsibilities across the entire new product development cycle from new business development, through product development and deployment, to customer support across several of AT&T Network Systems major product lines.

**PROFESSIONAL ORGANIZATIONS** Michael Meyers is a member of the following:

Illinois Financial Planning Association (FPA).

**AGE** Michael Meyers was born in 1945.

### **DISCIPLINARY INFORMATION**

Michael Meyers has *never* been subject to any disciplinary action.

### **OTHER BUSINESS ACTIVITIES**

Michael Meyers is *not* involved in any other investment-related business or occupation.

### **ADDITIONAL COMPENSATION**

Michael Meyers does *not* receive any other compensation from any non-client for the provision of advisory services.

### **SUPERVISION**

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**EDUCATION** Adam Glassberg has the following education credentials:

- 2012: Certified Investment Management Analyst (CIMA®),**
- 2011: Certified Financial Planner (CFP®),**
- 2009: Certificate in Financial Planning, DePaul University, Chicago, IL,**
- 2008: Bachelor of Science in Finance (BS), Eastern Illinois University, Charleston, IL:**  
Financial Planning Students Association & Student Investing Society.

**BUSINESS EXPERIENCE** Adam Glassberg has the following experience:

**2009-Present: Financial Planner at D3 Financial Counselors LLC**

He is responsible for development and review of financial plans. He assists with day-to-day portfolio management activities. He has oversight of several financial planning processes including annual financial plan updates, tax preparation, insurance reviews, and estate reviews. Other duties include hourly consultations with clients, information technology assistance, and client servicing.

**2008: Financial Planning Intern at D3 Financial Counselors LLC**

He assisted in all aspects of business including financial planning, portfolio management, marketing, administrative duties, and information technology while learning the financial planning process.

**2008: Accounting Intern at IoVest Development LLC**

He established client database, and used queries to run numerous reports in Microsoft Access. He was responsible for account processing and reconciliation of bank accounts using QuickBooks Pro.

**2006-2007 Accounting Intern at Heartland Bath and Kitchen Designs**

He assisted with payroll, tax, and account processing. Produced job costing reports/analysis to determine which projects produced optimal net income.

**PROFESSIONAL ORGANIZATIONS** Adam Glassberg is a member of the following:

Illinois Financial Planning Association (FPA) and National Association of Personal Financial Advisors (NAPFA).

**AGE** Adam Glassberg was born in 1986.

**DISCIPLINARY INFORMATION**

Adam Glassberg has *never* been subject to any disciplinary action.

**OTHER BUSINESS ACTIVITIES**

Adam Glassberg is *not* involved in any other investment-related business or occupation.

**ADDITIONAL COMPENSATION**

Adam Glassberg does *not* receive any other compensation from any non-client for the provision of advisory services.

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**EDUCATION** Ryan Pace has the following education credentials:

**2013: Certified Financial Planner (CFP®),**

**2012: Certificate in Financial Planning, DePaul University, Chicago, IL,**

**2011: Bachelor of Science in Finance (BS), Illinois State University, Normal, IL:**

Financial Management Association & Beta Gamma Sigma business honorary society

**BUSINESS EXPERIENCE** Ryan Pace has the following experience:

**2011-Present: Financial Planner at D3 Financial Counselors LLC**

He is responsible for development and review of financial plans. He assists with day-to-day planning and client servicing. He has oversight of several financial planning processes including annual financial plan updates, tax preparation, performance reviews, insurance reviews, and estate reviews. Other duties include hourly consultations with clients and information technology assistance.

**PROFESSIONAL ORGANIZATIONS** Ryan Pace is a member of the following:

Illinois Financial Planning Association (FPA) and National Association of Personal Financial Advisors (NAPFA).

**AGE** Ryan Pace was born in 1989.

**DISCIPLINARY INFORMATION**

Ryan Pace has *never* been subject to any disciplinary action.

**OTHER BUSINESS ACTIVITIES**

Ryan Pace is *not* involved in any other investment-related business or occupation.

**ADDITIONAL COMPENSATION**

Ryan Pace does *not* receive any other compensation from any non-client for the provision of advisory services.

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**EDUCATION** Sharon Wallyn has the following education credentials:

**1977: Bachelor of Science (BS) in Business Administration magna cum laude, St. Joseph's College, Rensselaer, Indiana**

**BUSINESS EXPERIENCE** Sharon Wallyn has the following business experience:

**2014-present: Business Development Executive, D3 Financial Counselors LLC**

She is responsible for identifying and cultivating new business opportunities that will contribute to the growth of the company. She plans and implements direct marketing activities, and participates in promotional planning, advertising, and new collateral development.

**2008-2013: Production Print Specialist, Ricoh USA, Inc.**

She was responsible for sales of production printing equipment and associated professional services to major accounts in the Chicago area. She generated leads, conducted sales presentations/product demonstrations, wrote proposals, and negotiated contracts with prospective buyers.

**2006-2008: Production Color Solutions Executive, Xerox Corporation**

She was responsible for sales of company's flagship product (iGen production color digital press) to major accounts and graphic communication organizations within Illinois. She concentrated efforts in new business development for capital equipment sales averaging \$750,000.

**2003-2006: Color Systems Solutions Executive, Xerox Corporation**

She marketed color printing solutions to named accounts focusing on penetration of established accounts, as well as new business development opportunities. She engaged high-level key decision makers to understand needs, present appropriate business solutions, and negotiate contract terms.

**2000-2002: Account Manager, Xerox Corporation**

She oversaw named accounts headquartered in Illinois to maximize sales of all Xerox products. She was responsible for building strategic relationships to penetrate accounts and increase customer loyalty.

**1998-2000: National Account Manager, Creo/Scitex Corporation**

She was responsible for selling digital imaging equipment solutions to the largest accounts within graphic art and print markets throughout North America.

**PROFESSIONAL ORGANIZATIONS** Sharon Wallyn is a member of the following:

**AGE** Sharon Wallyn was born in 1956.

**DISCIPLINARY INFORMATION**

Sharon Wallyn has *never* been subject to any disciplinary action.

**OTHER BUSINESS ACTIVITIES**

Sharon Wallyn is *not* involved in any other investment-related business or occupation.

**ADDITIONAL COMPENSATION**

Sharon Wallyn does *not* receive any other compensation from any non-client for the provision of advisory services.

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## **Explanation of Professional Designations**

### **Certified Financial Planner (CFP)**

The Certified Financial Planner (CFP) designation is a professional certification mark for financial planners conferred by the Certified Financial Planner Board of Standards, Inc. (CFP Board). To receive authorization to use the designation, the candidate must meet education, examination, experience and ethics requirements, and pay an ongoing certification fee.

To earn the CFP designation, candidates must meet several requirements—the first of which is to have a bachelor's degree or higher from an accredited U.S. college or university. As a first step to the present CFP certification criteria, students must master a list of nearly 100 topics on integrated financial planning. The topics cover major planning areas such as: *General Principles of Finance and Financial Planning, Insurance Planning, Employee Benefits Planning, Investment and Securities Planning, State and Federal Income Tax Planning, Estate Tax, Gift Tax, and Transfer Tax Planning, Asset Protection Planning, Retirement Planning, and Estate Planning*. Students are required to complete course training in the above listed topic areas in order to sit for the 10 hour CFP Board Certification Examination. After passing the examination, the candidate must then demonstrate to have three years full-time or equivalent part-time experience in the financial planning field. In addition, the candidate must be approved by the CFP Board during initial certification, which also involves an extensive background check—including an ethics, character and criminal check.

The final components are the ethics and continuing education requirements. CFP certificants are required to adhere to the CFP Board Code of Ethics and Professional Responsibility and to the Financial Planning Practice Standards. Registered investment advisors have a fiduciary duty to care for investments. The CFP Board has the right to enforce them through its Disciplinary Rules and Procedures. To maintain certification, license holders are also required to complete certain continuing education requirements on an on-going basis in addition to paying a licensing fee every two years.

### **Chartered Financial Analyst (CFA)**

The Chartered Financial Analyst (CFA) designation is an international professional certification offered by the CFA Institute financial analysts. Candidates must complete a series of three six-hour exams, possess a bachelor's degree from an accredited institution (or have equivalent education or work experience) and have 4 years of qualified, professional work experience. CFA charterholders are also obligated to adhere to a strict Code of Ethics and Standards governing their professional conduct.

The CFA is a qualification for finance and investment professionals, particularly in the fields of investment management and financial analysis of stocks, bonds and their derivative assets. The program focuses on portfolio management and financial analysis, and provides a generalist knowledge of other areas of finance. Specific topic areas: Ethical and Professional Standards, Quantitative Methods (such as the time value of money, and statistical inference), Economics, Financial Reporting and Analysis, Corporate Finance, Analysis of Investments (stocks, bonds, derivatives, venture capital, real estate, etc.), Portfolio Management and Analysis (asset allocation, portfolio risk, performance measurement, etc.)

Members of CFA Institute must: Act with integrity, competence, diligence, respect, and in an ethical manner with the public, clients, prospective clients, employers, employees, colleagues in the investment profession, and other participants in the global capital markets; Place the integrity of the investment profession and the interests of clients above their own personal interests; Use reasonable care and exercise independent professional judgment when conducting investment analysis, making investment recommendations, taking investment actions, and engaging in other professional activities; Practice and encourage others to practice in a professional and ethical manner that will reflect credit on ourselves and the profession. Promote the integrity of, and uphold the rules governing, capital markets; Maintain and improve their professional competence and strive to maintain and improve the competence of other investment professionals

### **Certified Public Accountant (CPA)**

Certified Public Accountant (CPA) is the statutory title of qualified accountants in the United States who have passed the Uniform Certified Public Accountant Examination and have met additional state education and experience requirements for certification as a CPA. The exam sections are as follows: Auditing and Attestation covers knowledge of planning the engagement, internal controls, obtaining and documenting information, reviewing engagements and evaluating information, and preparing communications. Financial Accounting and Reporting covers knowledge of concepts and standards for financial statements, typical items in financial statements, specific types of transactions and events, accounting and reporting for governmental agencies, and accounting and reporting for non-governmental and not-for-profit organizations. Regulation covers knowledge of ethics and professional responsibility, business law, Federal tax procedures and accounting issues, Federal taxation of property transactions, Federal taxation – individuals, and Federal taxation – entities. Business Environment and Concepts covers knowledge of business structures, economic concepts, financial management, information technology, and planning and measurement.

The Uniform CPA Exam tests primarily understanding and the ability to apply authoritative literature—such as auditing and accounting standards, the Uniform Commercial Code, and the Internal Revenue Code—that are universally adopted by all US jurisdictions or are federal in nature.

The primary functions CPAs fulfill relate to assurance services, or public accounting. In assurance services, also known as financial audit services, CPAs attest to the reasonableness of disclosures, the freedom from material misstatement, and the adherence to the applicable generally accepted accounting principles (GAAP) in financial statements. State requirements for the CPA qualification can be summed up as the *Three Es*—Education, Examination and Experience.

CPAs are required to take continuing education courses in order to renew their license. Requirements vary by state but the vast majority requires 120 hours of CPE every 3 years with a minimum of 20 hours per calendar year. As part of the CPE requirement, most states require their CPAs to take an ethics course during every renewal period. Again, ethics requirements vary by state but the courses range from 2–8 hours.

### **Certified Specialist in Estate Planning (CSEP)**

The Certified Specialist in Estate Planning® (CSEP) program consists of a curriculum of core and elective courses specifically designed to enhance and expand practical knowledge. Candidates must complete all six core courses, as well as two electives, and pass a related exam for each. The courses offered in the Certified Specialist in Estate Planning® program vary in level of knowledge from basic to advanced and consist of the following:

**Core Courses:** A Complete Guide to the Administration of Trusts and Estates, Mastering the Fundamentals of Estate Planning, Federal Estate and Gift Tax Returns, Fiduciary Income Tax Return, The Complete Trust Workshop, Post Mortem Estate Planning.

**Electives (select two):** Advanced Estate Planning and Valuation Issues for the Closely Held Business Owner, Advanced Concepts in Estate Planning, Advanced Form 1041 Practice Workshop, What You Need to Do Now in Estate Planning, Estate and Business Succession Planning Using Life Insurance, The Top 50 Mistakes Practitioners Make and How to Fix Them: Estate Planning and Administration

### **Personal Financial Specialist (PFS)**

The PFS credential demonstrates that an individual has met the minimum education, experience and testing required of a CPA in addition to a minimum level of expertise in personal financial planning. To attain the PFS credential, a candidate must hold an unrevoked CPA license, fulfill 3,000 hours of personal financial planning business experience, complete 80 hours of personal financial planning CPE credits, pass a comprehensive financial planning exam and be an active member of the AICPA. A PFS credential holder is required to adhere to AICPA's Code of Professional Conduct, and is encouraged to follow AICPA's Statement on Responsibilities in Financial Planning Practice. To maintain their PFS credential, the recipient must complete 60 hours of financial planning CPE credits every three years. The PFS credential is administered through the AICPA.



## **Certified Investment Management Analyst (CIMA®)**

The CIMA® certification, issued by the Investment Management Consultants Association (IMCA), is focused on advanced investment consulting. The CIMA® professional integrates a complex body of investment knowledge to provide objective investment advice and guidance to individuals and institutions. CIMA®s analyze portfolios' profits, losses, and rates of return. Today, the financial services industry recognizes the CIMA® certification as the standard for advanced investment consulting. The CIMA® credential communicates to clients and peers that the consultant has completed a rigorous process reflecting a high level of competency, professionalism, and investment expertise.

## **Master of Business Administration (MBA)**

The Master of Business Administration (MBA) is a graduate degree designed to help people run businesses. The MBA program core courses focus on areas of business such as accounting, finance, marketing, human resources and operations management.