

**Access Wealth Planning, LLC  
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Roseland, New Jersey 07068**

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Web Site: [www.awplan.com](http://www.awplan.com)**

**March 2018**

## **FORM ADV PART 2A BROCHURE**

**This brochure provides information about the qualifications and business practices of Access Wealth Planning, LLC. If you have any questions about the contents of this brochure, please contact us at 973-740-2400. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.**

**Additional information about Access Wealth Planning, LLC is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The searchable IARD/CRD number for Access Wealth Planning, LLC is 112973.**

**Access Wealth Planning, LLC is a registered investment adviser. Registration or any reference to the firm being or the use of the terms "registered", "registration," or "registered investment adviser" does not imply a certain level of skill or training.**

## **Item 2 - Material Changes**

This disclosure brochure is an amended brochure filed in connection with our annual updating amendment. It reflects updated assets under management and other changes to the text of the brochure in the following sections: Advisory Business, Fees and Compensation, Types of Clients and Custody.

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## Item 4 - Advisory Business

The United States Securities and Exchange Commission granted the investment adviser registration of Access Wealth Planning, LLC ("Access Wealth") on July 1, 2001. The owners of the company are Darren Zagarola (CRD Number 5121491), Howard Hook (CRD Number 4199828), Howard Milove (CRD Number 3230483), Lawrence Zagarola (CRD Number 4411966), Bruce Michael Milove (CRD Number 1145479), and Access Financial Planning, Inc. (EIN 22-2829383). Tracy A. Hagberg (CRD Number 1841992) is Chief Compliance Officer of the firm. The firm is not publicly owned or traded. Our services are tailored to the individual needs of our investment advisory and financial planning clients. Clients may impose reasonable restrictions by discussing any such proposed restrictions with the Firm and agreeing with the Firm on any such restrictions. The firm does not sponsor any wrap programs. As of December 31, 2017, the firm managed assets on a discretionary basis in the amount of \$310,147,319 which represented 330 clients.

### ***Investment Advisory Services***

Our investment advisory services are designed to construct portfolios that are intended to achieve the highest returns possible without exceeding the client's tolerance for risk. *Access Wealth* shall be responsible for the review of the client's allocation of assets, and shall provide the client with advice in respect thereof, including, but not limited to, quarterly reports, continuous and regular supervisory and/or management services, telephone consultations regarding financial affairs, monitoring of investments being overseen by the adviser, economic advisory letters, articles of interest and other written materials which the adviser may send out from time to time, and advice with respect to the investment and reinvestment of those assets of the client designated by the client to be subject to the advisor's monitoring.

We will not require an account minimum for investment advisory services. The annual fee for these services shall not exceed 1.5% of the market value of the assets and shall be negotiated and agreed upon at the time the *Investment Advisory Agreement* is executed. The fees shall be paid on a quarterly basis, in advance. Both the client and *Access Wealth* shall have the right to terminate the Investment Advisor Agreement, at any time, upon written notice. This service is offered on a discretionary or non-discretionary basis, pursuant to the terms of the *Investment Advisory Agreement*. We will utilize discretion in determining the securities to be bought or sold and/or the amount of the securities to be bought or sold for the client's account if the client has authorized such discretion in the *Investment Advisory Agreement*. If the client has not given authorization to have such discretion, we will provide the client with recommendations and will execute transactions only with the client's prior authorization.

Prior to engaging *Access Wealth* to provide investment advisory services, the client will be required to enter into a formal *Investment Advisory Agreement* setting forth the terms and conditions under which we shall manage the client's assets. The client may authorize the account custodian to debit the account for the amount of the investment management fee and to directly remit that management fee to us in accordance with applicable regulatory procedures. *The Investment Advisory Agreement* between *Access Wealth* and the client will remain in effect unless and until terminated by either party by written notice. The investment management fee shall be prorated through the date of termination, and the remaining balance of any unearned fee shall be promptly refunded to the client in the event of a termination of the *Investment Advisory Agreement*.

In performing our services, we shall not be required to verify any information received from the client or from the client's other professionals, and are expressly authorized to rely thereon. The client is free to accept or reject any recommendations made by *Access Wealth*. Moreover, each client is advised that it remains the client's responsibility to promptly notify us if there is a change in their financial situation or investment objectives for the purpose of reviewing, evaluating or revising our previous recommendations and/or services, or if they wish to impose any reasonable restrictions upon our investment advisory services.

### ***Financial Planning***

*Access Wealth* may provide its clients with a broad range of financial planning services. These may include cash management, tax planning, risk management, retirement planning, education planning and estate planning. Our investment advisory representatives meet with clients to gather pertinent information; as well as assist them in determining their financial goals and objectives. As further discussed in Section 5 of this disclosure brochure, *Access Wealth* charges an hourly fee or fixed fee, based on the complexity of the financial plan. The fee will be negotiated between the client and their investment advisory representative and will be incorporated into the *Financial Planning Agreement*. In the event the client terminates our financial planning services, the balance of any unearned fee shall be refunded to the client. The client is free at all times to accept or reject any financial planning or investment recommendations. The client is free to obtain legal, accounting and/or brokerage services to implement any of the recommendations. If requested by the client, we may recommend the services of other professionals for implementation purposes. However, the client is not obligated to engage the services of any recommended professional. Client retains absolute discretion over all such implementation decisions. Clients are encouraged to renew *Access Wealth's* financial planning services on an annual basis for the purpose of reviewing and updating our previous recommendations and/or services.

***Account Aggregation Services***

We also offer Account Aggregation services, whereby a client contracts with *Access Wealth* to track the client's existing investments. The client must provide statements or consent to have their statements downloaded directly to our systems. We will maintain the investment data and produce Portfolio Management reports on a monthly or quarterly basis. There is an hourly fee for this service. This fee is negotiable and will be agreed upon between the client and the investment advisory representative.

Our Account Aggregation Services do not include financial planning or management of assets.

## **Item 5 - Fees and Compensation**

Fees will not be based upon a share of capital gains or capital appreciation of the funds or any portion of the funds of an advisory client.

### ***Investment Advisory Services***

The annual fee for these services shall not be more than 1.5% of the market value of the assets under our management and shall be negotiated and agreed upon at the time the *Investment Advisory Agreement* is executed. The fees shall be paid on a quarterly basis, in advance. The client may elect to have the fees deducted from their investment advisory accounts under *Access Wealth's* management or be billed. Both the client and *Access Wealth* shall have the right to terminate the *Investment Advisory Agreement*, at any time, upon written notice. This service is offered on a discretionary or non-discretionary basis, pursuant to the *Investment Advisory Agreement*.

The investment advisory fee is exclusive of, and in addition to, brokerage commissions, transaction fees, and other related costs and expenses which are incurred by the client. However, we do not receive any portion of these commissions, fees and costs. For further information about brokerage and custodial relationship, please see Section 12 of this Disclosure Brochure.

For partial periods of a calendar quarter the investment advisory fees will be calculated on a pro rata basis. If assets are deposited into or withdrawn from an account after the inception of a quarter, the fee payable will be prorated based on the number of days remaining in the quarter.

### ***Financial Planning Services***

*Access Wealth* may charge a fixed fee and/or hourly fee for financial planning services. These fees are negotiable, but generally range from \$1,500 - \$5,000 on a fixed basis and/or \$350 on an hourly rate basis, based upon the complexity of the client's situation. One-third of the fee is due upon engaging *Access Wealth* and the balance is due upon presentation of the written financial plan. We will refund any unearned fees paid in the event the client notifies us, in writing, that they are not satisfied with the financial plan, within 10 business days of the client receiving the plan. We will also refund any unearned fees paid in the event that the client terminates our relationship prior to delivery of the financial plan.

### ***Investment Advisory and Financial Planning Services***

We also offer a flat fee that combines the fee for financial planning services and investment advisory services. These fees are negotiable, but generally range from \$8,000 - \$18,000/annually and are

payable on a quarterly basis, in advance. The client may elect to have the fees deducted from their investment advisory accounts under *Access Wealth's* management or be billed. Both the client and *Access Wealth* shall have the right to terminate the advisory agreement, at any time, upon written notice. In the event of a termination our services or agreement, we will promptly refund any unearned portion of the fee to the client.

### ***Account Aggregation Services***

The hourly fee for this service is currently \$350. The client will be billed based upon the number of hours worked.

### ***Commissions or Sales Charges for Recommendations of Securities***

Clients may implement securities transactions through certain of our supervised persons in their respective individual capacities as registered representatives of Purshe Kaplan Sterling Investments ("PKS") an SEC registered broker-dealer, Member of FINRA and SIPC. *PKS* may charge brokerage commissions to effect these securities transactions and thereafter, a portion of these commissions may be paid by *PKS* to such supervised persons. Prior to effecting any transactions, clients are required to enter into a new account agreement with *PKS*. The brokerage commissions charged by *PKS* may be higher or lower than those charged by other broker-dealers. In addition, certain of our supervised persons may also receive ongoing 12b-1 fees for mutual fund purchases from the mutual fund company during the period that the client maintains the mutual fund investment. *Access Wealth* will not earn commissions in an account that has earned an investment advisory fee.

A conflict of interest exists to the extent that we or any of our supervised persons recommend the purchase or sale of securities where the supervised persons may receive commissions or other additional compensation as a result of *Access Wealth's* recommendations in that the prospect of receiving such commissions or such other additional compensation gives us or our supervised persons an incentive to recommend investment products based on the compensation received rather than on a client's needs. Clients are under no obligation to engage such persons and may choose brokers or agents not affiliated with *Access Wealth*. The client is free, at all times to purchase investments recommended by us through other brokers or agents that are not affiliated with *Access Wealth*. Also, any products that are purchased by or through a supervised person must also be on commercially reasonable terms.



## **Item 6 - Performance-Based Fees and Side-by-Side Management**

Performance-based fees are fees based on a share of capital gains on or capital appreciation of the assets of a client. We do not charge performance-based fees.

## **Item 7 - Types of Clients**

*Access Wealth* generally provides its services to individuals and high net worth individuals. However, we may also offer our investment advisory services to pension and profit sharing plans, trusts, estates, charitable organizations, corporation and other business entities.

We do not impose a minimum portfolio size but all clients are required to enter a formal services agreement outlining the services to be provided.

## **Item 8 - Methods of Analysis, Investment Strategies and Risk of Loss**

Asset allocation, diversification and rebalancing are all part of a sound investment strategy built upon the time-tested economic concepts of Modern Portfolio Theory ("MPT"). According to MPT, a portfolio (a combination of individual investments) exhibits risk and return characteristics based on its composition and the way those components correlate with each other. For each level of risk, there is an "optimal" asset allocation that is designed to produce the best balance of risk versus return. An optimal portfolio will provide neither the highest returns, nor the lowest risk of all possible portfolio combinations. It will attempt to balance the lowest risk for a given level of return for an acceptable level of risk. The meeting point of each level of risk and reward, where optimal portfolios reside, is called the "Efficient Frontier".

The investment philosophy of *Access Wealth* is to implement the principles of the Modern Portfolio Theory of Asset Allocation. We construct models which have differing degrees of risk (standard deviation). The appropriate model for each client will differ based upon many factors, including: investment horizon, client's risk tolerance, age or current financial situation. In certain special situations, a client specific model may be created.

The investment manager selections for each asset class are chosen after thorough evaluation by the Investment Committee. Each current or potential investment manager presented to the committee must meet certain requirements. Investment managers must have, at a minimum, a five year history with that asset class. The standard deviation (risk) must be within an acceptable range for its asset class. The historical returns must also fall within an acceptable range. The fees charged by the investment management firm must also be within acceptable parameters for the asset class. The investment management firm must also maintain the investment style which it has been chosen to represent within the portfolio.

The individual money manager may charge a fee, to be paid by the client. Neither Access Wealth nor its associated persons receive any portion of that fee.

Investing in securities carries a risk of loss which the client must be prepared to bear.

### **Item 9 - Disciplinary Information**

We are required to disclose any legal or disciplinary events that are material to a client's or prospective client's evaluation of our advisory business or the integrity of our management. We do not have any required disclosures to this Item.

## **Item 10 - Other Financial Industry Activities and Affiliations**

We are required to disclose any relationship or arrangement that is material to our advisory business with certain related persons.

### **Registered Representatives of a Broker Dealer**

As discussed in Item 5 and Item 12 certain of *Access Wealth's Supervised Persons* are registered representatives of *PKS*. Please see those sections for additional disclosures related to this relationship. The registered persons are: Howard Milove and Bruce Milove.

### **Consultants**

LMZ Consulting Services LLC ("*LMZ*") is a Class A Member of *Access Wealth* and provides consulting services to *Access Wealth*, which services include: attendance at quarterly board meetings, review of annual projections of cash flow and yearly budget, review of marketing plans and assistance in developing new business referrals, availability to meet with existing and potential clients, assist in doing due diligence on potential acquisitions and provide other consulting services as requested and mutually agreed upon. Lawrence Zagarola is the sole member of *LMZ*.

Access Financial Planning, Inc., ("*AFP*") is a Class A Member of *Access Wealth* and provides consulting services to *Access Wealth* which services include: attendance at quarterly board meetings, review of marketing plans and assistance in developing new business referrals, availability to meet with existing and potential clients and provide other consulting services as requested and mutually agreed upon. Bruce Milove is the sole shareholder of *AFP*.

Eleanore K. Syzmanski serves as a Consultant for *Access Wealth* in connection with maintaining the client base purchased by Access Wealth Planning, LLC.

### **Other Investment Adviser**

Darren Zagarola, Howard Milove and Howard Hook are the owners of DHH Advisors, LLC, ("*DHH*") an SEC registered investment adviser that provides comprehensive financial planning and investment advisory services. *Access Wealth* and *DHH* are parties to an agreement whereby *DHH* has hired *Access Wealth* to provide back office and administrative services and support for a fee.

## **Item 11 - Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

We have adopted a code of ethics that sets forth the standards of conduct expected of our associated persons and requires compliance with applicable securities laws ("Code of Ethics"). Our Code of Ethics contains written policies reasonably designed to prevent the unlawful use of material non-public information by *Access Wealth* or any of our associated persons.

The Code of Ethics also requires that certain of *Access Wealth's* personnel (called "Access Persons") report their personal securities holdings and transactions and obtain pre-approval of certain investments such as initial public offerings and limited offerings. These requirements do not apply to (i) direct obligations of the Government of the United States; (ii) money market instruments, bankers' acceptances, bank certificate of deposit, commercial paper, repurchase agreements and other high quality short-term debt instruments; (iii) shares issued by mutual funds or money market funds; and (iv) shares issued by unit investment trusts that are invested exclusively in one or more mutual funds.

*Access Wealth* and its associated persons may buy or sell securities that are recommended to clients, that are bought or sold for client accounts, or that are also held by clients. This may present a conflict of interest in the sense that *Access Wealth* personnel may benefit financially due to changes in the market value of the holdings in *Access Wealth* personnel accounts that occur from investing activities that occur in client accounts; although such a result is unlikely given that the volume of such securities transactions would not likely rise to the level where any appreciable impact on the market value of the security would occur. *Access Wealth* personnel may not trade their own securities ahead of client trades. Our associated persons have committed to abide by the provisions of the *Access Wealth* Compliance Manual and our Code of Ethics.

Clients and prospective clients can request a copy of our Code of Ethics by calling us at 973-740-2400 or mailing a request to our principal office address.

*Access Wealth* believes that it has addressed any conflict of interest through its internal compliance policies.

## Item 12 - Brokerage Practices

### Suggestion of Broker

We may recommend that clients establish brokerage accounts with Schwab Institutional, division of Charles Schwab & Co., Inc., Member FINRA/SIPC ("*Schwab*"). *Access Wealth* is independently owned and operated and not affiliated with *Schwab*. Clients may utilize the broker of their choice and have no obligation to purchase or sell securities through the brokerage firm recommended by *Access Wealth*.

Factors which we consider in recommending *Schwab* to clients include their financial strength, reputation, execution, pricing, research and service.

### Schwab

*Schwab* provides us with access to its institutional trading and custody services, which are typically not available to *Schwab* retail investors. These services generally are available to independent investment advisors on an unsolicited basis, at no charge to them so long as a total of at least \$10 million of the advisor's clients' assets are maintained in accounts at *Schwab Institutional*. These services are not contingent upon us committing to *Schwab* any specific amount of business. *Schwab's* brokerage services include the execution of securities transactions, custody, research, and access to mutual funds and other investments that are otherwise generally available only to institutional investors or would require a significantly higher minimum initial investment. *Schwab's* products and services that assist us in managing and administering clients' accounts include software and other technology that (i) provide access to client account data (such as trade confirmations and account statements); (ii) facilitate trade execution and allocate aggregated trade orders for multiple client accounts; (iii) provide research, pricing and other market data; (iv) facilitate payment of advisory fees from client's accounts; and (v) assist with back-office functions, recordkeeping and client reporting. *Schwab* also offers other services intended to help us manage and further develop our business. These services may include: (i) compliance, legal and business consulting; (ii) publications and conferences on practice management and business succession; and (iii) access to employee benefits providers, human capital consultations and insurance providers. In evaluating whether to recommend that clients custody their assets at *Schwab*, we may take into account the availability of some of the foregoing products and services and other arrangements as part of the total mix of factors we consider and not solely the nature, cost or quality of custody and brokerage services provided by *Schwab*, which may create a conflict of interest. Clients should be aware, however, that the receipt of economic benefits by the firm or its related persons in and of itself creates a potential conflict of interest (due, in part, to the fact that *Access Wealth* does not have to produce or pay for the benefits received) and may indirectly influence *Access Wealth's* choice of *Schwab* for custody and

brokerage services because *Access Wealth* may have an incentive to select to recommend *Schwab* based on *Access Wealth's* interest in receiving those benefits, rather than on a client's interest in receiving most favorable execution.

The research services offered through *Schwab* may be useful in serving all clients and may not be used in connection with any particular account that may have paid compensation to the firm providing such service. In seeking best execution, the determinative factor is not the lowest possible commission cost but whether the transaction represents the best qualitative execution, taking into consideration the full range of services including the value of research provided, execution capability, commission rates, and responsiveness. Accordingly, although we will seek competitive commission rates, we may not necessarily obtain the lowest possible commission rates for account transactions.

#### PKS

Clients may implement securities transactions through certain of our supervised persons in their respective individual capacities as registered representatives of Purshe Kaplan Sterling Investments ("PKS") an SEC registered broker-dealer, Member of FINRA and the Municipal Rulemaking Board. PKS may charge brokerage commissions to effect these securities transactions and thereafter, a portion of these commissions may be paid by PKS to such supervised persons. Prior to effecting any transactions, clients are required to enter into a new account agreement with PKS. The brokerage commissions charged by PKS may be higher or lower than those charged by other broker-dealers. In addition, certain of our supervised persons may also receive ongoing 12b-1 fees for mutual fund purchases from the mutual fund company during the period that the client maintains the mutual fund investment. *Access Wealth* does not earn commissions on accounts where an investment advisory fee earned.

A conflict of interest exists to the extent that we recommend the purchase of securities where the supervised persons may receive commissions or other additional compensation as a result of *Access Wealth's* recommendations. However, the client is free to purchase investments recommended by *Access Wealth* through other brokers or agents that are not affiliated *Access Wealth*. Clients are under no obligation to engage such persons and may choose brokers or agents not affiliated with *Access Wealth*.



## Item 13 - Review of Accounts

### **Investment Advisory Services**

For those clients to whom we provide *Investment Advisory Services*, account reviews are performed quarterly. Account reviews are performed more frequently when market conditions dictate. Other conditions that may trigger a review are changes in the tax laws, new investment information and changes in a client's own situation. All investment advisory clients are encouraged to discuss their needs, goals and objectives with *Access Wealth* and to keep their investment advisory representative informed of any changes thereto.

All Investment Advisory clients receive written quarterly portfolio reports which are reviewed by client's IAR (Investment Advisory Representative).

### **Financial Planning Services**

For those clients who renew their *Financial Planning Agreement* we will review their financial situation, update budget and cash flow schedules and provide a written report outlining our recommendations. This will be done on an annual basis, when the client renews their Financial Planning Agreement. The client's IAR will review these schedules and the written report.

## **Item 14 - Client Referrals and Other Compensation**

From time to time *Access Wealth* may pay referral fees to independent persons or firms ("Solicitors") for introducing clients to us. Whenever we pay a referral fee, we require the Solicitor to provide the prospective client with a copy of our Form ADV and a separate disclosure statement that includes the following information:

1. The Solicitor's name and relationship to this firm;
2. The fact that the Solicitor is being paid a referral fee;
3. The amount of the fee;

As a matter of firm practice, any such referral fee is paid solely from *Access Wealth's* investment management fee and does not result in any additional charge to the client.

Additionally, we receive an economic benefit from Schwab in the form of the support products and services it makes available to us and other independent investment advisors that have their clients maintain accounts at Schwab. These products and services, how they benefit us, and the related conflicts of interest are described above (see above in Item 12 - Brokerage Practices). The availability to us of Schwab's products and services is not based on us giving particular investment advice, such as buying particular securities for our clients.

### **Item 15 - Custody**

Under government regulations, we are deemed to have custody of your assets if, for example, you grant us authority to move your money to another person's account.

Schwab maintains actual custody of your assets. You will receive account statements directly from Schwab at least quarterly. They will be sent to the email or postal mailing address you provided to them. You should carefully review those statements promptly when you receive them. We also urge you to compare Schwab's account statements with the quarterly portfolio reports you receive from us.

## **Item 16 - Investment Discretion**

*Access Wealth* is generally given the authority to exercise direction on behalf of investment advisory clients. We are considered to exercise investment discretion over a client's account if we can effect transactions for the client without first having to seek the client's consent.

Clients may give us discretionary authority when they sign the *Investment Advisory Agreement* and they may limit this authority by giving us written instructions. Clients may also change or amend such limitations by providing us with written instructions.

We will take discretion over the following activities:

- The securities to be purchased or sold;
- The amount of securities to be purchased or sold; and
- The timing of when recommendations are implemented.

### **Item 17 - Voting Client Securities**

As a matter of firm policy, *Access Wealth* does not vote proxies on behalf of clients.

### **Item 18 - Financial Information**

*Access Wealth* does not have any financial impairment that will preclude it from meeting contractual commitments to its clients.

A balance sheet is not required to be provided because we do not serve as a custodian for client funds or securities and do not require prepayment of fees of more than \$1,200 per client and six months or more in advance.

### **Item 19 - Requirements for State Registered Advisers**

Not applicable.

## **Item 20 - Additional Information**

*None.*



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**May 2018**

**Form ADV Part 2B Brochure Supplement**

**Howard M. Hook  
Howard S. Milove  
Darren Zagarola  
Lawrence Zagarola  
Bruce Michael Milove  
Tracy A. Hagberg  
Carl J. Cappadona  
Michael P. Chomiak  
Robert S. Epstein  
Alan S. Merker  
John E. Petrella  
Jeffrey Schwartz  
Eleanore K. Szymanski  
Mark Weisholtz**

This brochure supplement provides information about the above listed individuals that supplements the Access Wealth Planning, LLC brochure. You should have received a copy of that brochure. Please contact Tracy A. Hagberg, Chief Compliance Officer if you did not receive Access Wealth Planning, LLC's brochure or if you have any questions about the contents of this supplement. Additional information about the above named supervised persons is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

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## **Item 2 - Educational Background and Business Experience**

### **Lawrence Zagarola, CPA**

Born – 1940

#### Formal Education after High School:

Seton Hall University – BS in Accounting

Pace University – MBA in Taxation

Fairleigh Dickinson University – Completed the CFP® (Certified Financial Planner) course

#### Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2004 – Present

LMZ Consulting Services, LLC – July 2004 - Present

J.H. Cohn, LLP – April 1964 – January 2004

### **Bruce Michael Milove, CPA, PFS, RFC**

Born – 1942

#### Formal Education after High School:

Pace University – BS in Accounting

#### Business Background for the preceding five years:

Access Wealth Planning, LLC – June 2001 – Present

Purshe Kaplan Sterling Investments – May 2015 - Present

Access Financial Planning, Inc. – March 1989 – June 2001

Royal Alliance Associates, Inc. – December 1990 – April 2015

### **Howard Scott Milove, CPA, PFS**

Born – 1973

#### Formal Education after High School:

Syracuse University – BS in Accounting

#### Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2001 – Present

Purshe Kaplan Sterling Investments – May 2015 - Present

DHH Advisors, LLC – October 2013 - Present

Royal Alliance Associates, Inc. – December 2000 – April 2015

Access Financial Planning, Inc. – December 2000 – June 2001

**Howard M. Hook, CPA, CFP®**

Born – 1965

Formal Education after High School:

State University of NY at Binghamton – BS in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2001 – Present

DHH Advisors, LLC – October 2013 - Present

Royal Alliance Associates, Inc. – August 2000 – December 2012

Access Financial Planning, Inc. – August 2000 – June 2001

**Darren L. Zagarola, CPA, CFP®**

Born – 1971

Formal Education after High School:

King's College – BS in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – August 2005 – Present

DHH Advisors, LLC – October 2013 - Present

EJ Brooks Company – December 2000 – April 2007

**Michael P. Chomiak, AAMS**

Born – 1971

Formal Education after High School:

William Paterson University – BA in Political Science

Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2001 – Present

Access Financial Planning, Inc. – June 1995 – June 2001

**Robert S. Epstein, ChFC**

Born – 1949

Formal Education after High School:

City College of New York – BA in History

Business Background for the preceding five years:

Access Wealth Planning, LLC – January 2007 - Present

**Solicitors**

**CohnReznick Wealth Management, LLC**

Registered Investment Advisor  
CRD # 121519/SEC File # 801-63136

**Carl J. Cappadona**

Born – 1942

Formal Education after High School:

Providence College – BS in Accounting

Fordham University - MBA

Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2006 – Present

J.H. Cohn, LLP – April 1996 – July 2006

**Alan S. Merker, CPA**

Born – 1954

Formal Education after High School:

Syracuse University – BS in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – April 2013 – Present

Morris Merker & Co., LLC – May 1983 – Present

**John E. Petrella, CPA**

Born – 1955

Formal Education after High School:

William Paterson University – BA in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – April 2013 – Present

Morris Merker & Co., LLC – May 1983 - Present

**Jeffrey Schwartz, CPA, PFS**

Born – 1955

Formal Education after High School:

University of Bridgeport – BS in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – July 2001 – Present

Gregory and Schwartz – January 1990 – Present

**Eleanore K. Szymanski, CFP®**

Born – 1938

Formal Education after High School:

Rider University – BS in Finance and Post-graduate accounting courses;

College for Financial Planning – CFP Designation

Business Background for the preceding five years:

The Financial Planning Answerplace, LLC – June 2012 – Present

Access Wealth Planning, LLC – October 2007 – Present

**Mark Weisholtz, CPA**

Born – 1947

Formal Education after High School:

Fairleigh Dickinson University – BS in Accounting

Business Background for the preceding five years:

Access Wealth Planning, LLC – December 2006 – Present

Mark Weisholtz, CPA – December 1982 – Present

The CERTIFIED FINANCIAL PLANNER®, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 62,000 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

- Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;
- Examination – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;
- Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and
- Ethics – Agree to be bound by CFP Board’s Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

- Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the Code of Ethics and other parts of the Standards of Professional Conduct, to maintain competence and keep up with developments in the financial planning field; and
- Ethics – Renew an agreement to be bound by the Standards of Professional Conduct. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary

standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board's enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

**Certified Public Accountant (CPA)** CPAs are licensed and regulated by their state boards of accountancy. While state laws and regulations vary, the education, experience and testing requirements for licensure as a CPA generally include minimum college education (typically 150 credit hours with at least a baccalaureate degree and a concentration in accounting), minimum experience levels (most states require at least one year of experience providing services that involve the use of accounting, attest, compilation, management advisory, financial advisory, tax or consulting skills, all of which must be achieved under the supervision of or verification by a CPA), and successful passage of the Uniform CPA Examination. In order to maintain a CPA license, states generally require the completion of 40 hours of continuing professional education (CPE) each year (or 80 hours over a two year period or 120 hours over a three year period). Additionally, all American Institute of Certified Public Accountants (AICPA) members are required to follow a rigorous Code of Professional Conduct which requires that they act with integrity, objectivity, due care, competence, fully disclose any conflicts of interest (and obtain client consent if a conflict exists), maintain client confidentiality, disclose to the client any commission or referral fees, and serve the public interest when providing financial services. The vast majority of state boards of accountancy have adopted the AICPA's Code Professional Conduct within their state accountancy laws or have created their own.

**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.

**Chartered Financial Consultant (ChFC)** – The ChFC designation indicates that your financial consultant has completed the most extensive educational program required for any financial services credential. Each ChFC has taken nine or more college-level courses on all aspects of financial planning from The American College, a non-profit educator with the highest level of academic accreditation. The



average study time for the program is over 400 hours, and advisors frequently spend years earning this coveted distinction. Each ChFC must also complete a minimum of 30 hours of continuing education every two years, adhere to strict ethical standards, and meet extensive experience requirements to ensure that you get the professional financial advice you need.

**Accredited Asset Management Specialist (AAMS)** - Individuals who hold the AAMS designation have completed a course of study encompassing investments, insurance, tax, retirement and estate planning issues. Additionally, individuals must pass an end-of-course examination that tests their ability to synthesize complex concepts and apply theoretical concept to real-life situations. All designees have agreed to adhere to Standards of Professional Conduct and are subject to a disciplinary process. Designees renew their designation every two years by completing 16 hours of continuing education, reaffirming adherence to the Standards of Professional Conduct and complying with self-disclosure requirements.

**Registered Financial Consultant (RFC)** – The RFC is a professional designation awarded by the IARFC to those financial advisors who can meet the high standards of education, experience and integrity that are required of all its members. Candidates must have earned an undergraduate or graduate financial planning degree or have earned one of the following designations: AAMS, AEP, CEP, CFA, CFP, ChFC, CLU, CPA, EA, LUTC, MS, MBA, JD, Ph.D., or completed a CFP equivalent, IARFC-approved college curriculum, be registered as an investment adviser and have at least four years full-time experience as a financial planning practitioner. Each RFC must complete 40 hours of continuing education each year.

### **Item 3 - Disciplinary Information**

Access Wealth Planning, LLC (*“Access Wealth”*) is required to disclose the facts of any legal or disciplinary events that are material to a client’s evaluation of its advisory business or the integrity of management. *Access Wealth* does not have any required disclosures.

#### **Item 4 - Other Business Activities**

In addition to being Investment Advisory Representatives of *Access Wealth*, the following is a list of Registered Representatives of Purshe Kaplan Sterling Investments (“PKS”): Bruce Michael Milove and Howard S. Milove.

*PKS* is a diversified financial services company registered with FINRA as a broker-dealer engaged in the offer and sale of securities products. We may recommend the purchase or sale of securities offered by *PKS*. If you purchase these products, *Access Wealth* and/or the *PKS* registered representative will receive normal commissions and may receive other indirect forms of compensation which may be in addition to the customary advisory fees. Therefore, a conflict of interest is present. However, the client is free, at all times to purchase investments recommended by us through other brokers or agents that are not affiliated with *Access Wealth*.

In addition, some associated persons of *Access Wealth* are licensed insurance agents and may recommend that you purchase insurance products. If insurance products are purchased by the client, *Access Wealth* and the associated persons may receive direct or indirect compensation, which presents a conflict of interest. However, the client is free, at all times to purchase investments recommended by us through other brokers or agents that are not affiliated *Access Wealth*.

Darren Zagarola, Howard Milove and Howard Hook are the owners of DHH Advisors, LLC, (“DHH”) an SEC registered investment adviser that provides comprehensive financial planning and investment advisory services. *Access Wealth* and DHH are parties to an agreement whereby DHH has hired *Access Wealth* to provide back office and administrative services and support for a fee.

## **Item 5 - Additional Compensation**

Certain of the firms associated persons may receive compensation from the business activities referenced in the section above entitled "Other Business Activities".

## Item 6 - Supervision

The investment advisory and financial planning activities are supervised by Tracy A. Hagberg, Chief Compliance Officer and Howard S. Milove, Operations Manager. This is accomplished through random review of client's accounts, review of trading, email and correspondence.

Tracy Hagberg and Howard Milove are supervised by Howard Hook and Darren Zagarola in their capacity as owners of the Firm.

The contact information for each is listed below:

Tracy Hagberg

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Darren Zagarola

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### **Item 7 - Requirements for State-Registered Advisors**

Not applicable.