



Item 1 – Introduction: Burns Matteson Capital Management LLC is registered with the Securities and Exchange Commission (SEC) as a Registered Investment Advisor (RIA). We are not a brokerage firm (Broker-Dealer). Brokerage and investment advisory services and fees differ, and it is important for you to understand these differences. Free and simple tools are available to research firms and financial professionals at www.investor.gov/CRS, which also provides educational materials about broker-dealers, investment advisers, and investing.

Item 2 – Relationships and Services:

What investment services and advice can you provide me?

We offer Financial Planning and Investment Advisory services to retail investors as follows:

1. **Wealth Management Services** are designed to provide day-to-day management of our client's wealth, both individually and for their entire family if requested. Services include ongoing Investment Portfolio Management as well as up to ten financial planning disciplines as needed, including retirement planning, employee stock options, charitable gifting, etc.
2. **Investment Management Services** are available to clients who do not otherwise qualify for our Wealth Management Services. We primarily provide portfolio management with limited financial planning discussions.
3. **Financial Planning and Consulting Services** are available to clients who do not need or qualify for our other services above. We advise clients in up to ten areas of Financial Planning only, with no investment or portfolio management.
4. **Hourly Consultative Services** are available on a limited basis. Hourly engagements are designed to be short-term in nature and are typically used to provide a second opinion of your current portfolio or existing financial plan.

Investment Authority: For our Wealth Management and Investment Management Clients we manage portfolios on a discretionary basis. This means we do not require prior authorization before placing trades in your account. Our authority may be restricted by clients on request. For our Financial Planning and Hourly engagements, we only advise clients. The client is responsible for implementing all recommendation in those programs.

Investment Monitoring: For our Wealth Management and Investment Management Clients we provide ongoing monitoring of client portfolios using our discretionary authority. Internal portfolio reviews and periodic trading or rebalancing takes place on a regular basis, but no less than annually. Clients can schedule a review meeting at any time. We do not provide ongoing monitoring for our Financial Planning and Hourly engagements

Investment Offerings: We do not offer any proprietary products. We are not constrained in the scope or type of investment vehicles recommended for our clients.

Account Minimums and Other Requirements: Wealth Management Services are provided to families with minimum investable assets of \$2 million. Investment Management services are available to families with minimum investable assets of \$500,000 to \$2 million, although exceptions can be made on a limited basis to accommodate family members or referrals from existing clients. Wealth Management Services are subject to a minimum quarterly advisory fee of \$4,500. There are no minimum requirements for our Financial Planning or Hourly engagements. For additional information, see Item 4 of our SEC Form ADV

Conversation Starter: Ask your Financial Professional:

- Given my financial situation, should I choose an investment advisory service? Why or why not?
- How will you choose investments to recommend to me?
- What is your relevant experience, including your licenses, education, and other qualifications? What do these qualifications mean?

Part 2A. You can find this document at www.burnsmatteson.com/ADV or at [Form ADV Part 2A](#).

To obtain a copy of our Form ADV Part 2A Brochure, please visit: [Form ADV Part 2A](#)



Item 3 – Fees, Costs, Conflicts, and Standards of Conduct

What fees will I pay?

Fees for **Wealth Management** and **Investment Management** services are based on a percentage of your assets under our management and range from 0.30% to 1.50% annually. Fees are deducted directly from your portfolio on a quarterly basis, in advance. Because our fee is calculated as a percentage of your assets under management, the more assets you have in your portfolio, the greater your fee will be. This provides an incentive for us to encourage you to increase the value of your portfolio. In addition to the advisory fees, you will incur certain costs related to your investments. These costs are most typically custodial fees, account maintenance fees, fees related to mutual funds, ETFs, SMAs, and other transactional or product-level fees. Fees for **Financial Planning** are project-based and range from \$5,000 to \$8,000 in the first year. Fees for **Hourly** engagements are also project-based, billed at the rate of \$400 per hour, with a typical range of \$3,000 to \$4,000 per engagement.

You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying.

For additional information see Item 5 of our [SEC Form ADV Part 2A](#). You can find this document at www.burnsmatteson.com/ADV.

Conversation Starter: Ask your Financial Professional: Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs? How much will be invested for me?

What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have?

When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here are some examples to help you understand what this means.

- We might recommend that a client borrow money for a second home purchase instead of withdrawing money from their portfolio and paying cash. Even in the client's best interest, this recommendation would maintain their portfolio balance at a higher level, resulting in higher compensation for the firm.

Conversation Starter: Ask your Financial Professional: How might your conflicts of interest affect me and how will you address them?

How do your financial professionals make money?

Our financial professionals are compensated exclusively by our clients via the fees disclosed above. We are a Fee-Only advisory firm, so no employees are provided compensation from any non-client sources (i.e. no commissions).

Item 4 – Disciplinary History

Do you or your financial professionals have legal or disciplinary history.

No. Visit www.investor.gov/CRS for a free and simple search tool to research us and other financial professionals.

Conversation Starter: Ask your Financial Professional: As a financial professional, do you have any disciplinary history? For what type of conduct?

Item 5. Additional information about our investment advisory services and an up-to-date copy of this relationship summary is available by contacting us at (607) 937-9282.

Conversation Starter: Ask your Financial Professional: Who is my primary contact person? Is he or she a representative of an investment adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?