

Part 2 of Form ADV: ***Firm Brochure***

## **Whitcomb & Hess, Inc.**

**1020 Cleveland Ave.  
Ashland, Ohio 44805  
Telephone: 419-289-7007**

**Email: [info@whitcomb.com](mailto:info@whitcomb.com)  
Web Address: [www.whitcomb.com](http://www.whitcomb.com)**

**October 10, 2016**

This brochure provides information about the qualifications and business practices of Whitcomb & Hess. If you have any questions about the contents of this brochure, please contact our service team at 419-289-7007 or [info@whitcomb.com](mailto:info@whitcomb.com).

The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or by any state securities authority.

Additional information about Whitcomb & Hess is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site by a unique identifying number, known as a CRD number. Our firm's CRD number is 121064.

## Item 2 Material Changes

Form ADV Part 2 requires registered investment advisers to amend their brochure when information becomes materially inaccurate. If there are any material changes to an adviser's disclosure brochure, the adviser is required to notify you and provide you with a description of the material changes.

Since the filing of our last annual updating amendment on January 22, 2015, we have amended this disclosure brochure to reflect a change in our advisory fee schedule. Specifically, we have revised the tiered fee structure for our portfolio management services resulting in lower fees to our clients. Please see Item 5 (Fees and Compensation) of this disclosure brochure for more information on our advisory fees. If you have any questions about this change in our fee schedule, please call our office at 419-289-7007.

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## Item 4 Advisory Business

Whitcomb & Hess, Inc. ("Whitcomb & Hess") was founded in 1983 by the late Edward L. Whitcomb and James H. Hess. Mr. Hess still serves as President and is the principal owner of the firm. Whitcomb & Hess is located in Ashland, Ohio.

Whitcomb & Hess is a Certified Public Accounting (CPA) and investment advisory firm, whose primary business is providing tax, accounting, and management services to individuals and corporations. In addition to this practice, Whitcomb & Hess provides investment advisory and portfolio management services, and consulting services.

Whitcomb & Hess is a registered investment advisor (RIA) with the Securities and Exchange Commission (SEC) and is notice filed in states where such filings are required. Whitcomb & Hess is also an Ohio licensed insurance agency.

Whitcomb & Hess offers the following advisory services to our clients:

### *INVESTMENT ADVISORY SERVICES INDIVIDUAL PORTFOLIO MANAGEMENT*

Our firm provides continuous advice to clients regarding the investment of client funds based on the individual needs of the client. Through personal discussions in which goals and objectives based on a client's particular circumstances are established, we determine the client's individual objectives, time horizons, risk tolerance, and liquidity needs. As appropriate, we also review and discuss a client's prior investment history, as well as family composition and background. We manage these advisory accounts on a discretionary or non-discretionary basis. Account supervision is guided by the client's stated objectives (i.e., maximum capital appreciation, growth, income, or growth and income), as well as tax considerations. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors.

Although our investment advice is offered concerning predominantly **no-load and institutional mutual funds**, we may also recommend:

- Certificates of deposit
- Municipal securities
- Securities traded over-the-counter
- Variable annuities
- Exchange-listed securities
- Foreign issuers
- Corporate debt securities (other than commercial paper)
- Commercial paper
- United States governmental securities

Because some types of investments involve certain additional degrees of risk they will only be recommended when consistent with the client's stated investment objectives, tolerance for risk, liquidity and suitability.

## *AMOUNT OF MANAGED ASSETS*

As of **February 2, 2016**, we provide continuous management services for **\$78,064,882** in client assets on a discretionary basis, and **\$33,195,741** in client assets on a non-discretionary basis.

## *PENSION CONSULTING SERVICES*

Our Pension Consulting Services are comprised of three distinct services. Clients may choose to use any or all of these services.

### *Selection of Investment Vehicles:*

We assist plan sponsors in constructing appropriate asset allocation models. We will then review various mutual funds (both index and managed) to determine which investments are appropriate. The number of investments to be recommended will be determined by the client.

### *Monitoring of Investment Performance:*

We monitor client investments continually. Although our firm is not involved in any way in the purchase or sale of these investments, we supervise the client's portfolio and will make recommendations to the client as market factors and the client's needs dictate.

### *Employee Communications:*

For pension, profit sharing, and 401(k) plan clients with individual plan participants exercising control over assets in their own account ("self-directed plans"), we may also provide annual educational support and investment workshops designed for the plan participants. The nature of the topics to be covered will be determined by us and the client under the guidelines established in the Employee Retirement Income and Securities Act ("ERISA") Section 404(c). The educational support and investment workshops will NOT provide plan participants with individualized, tailored investment advice or individualized, tailored asset allocation recommendations.

## *AMOUNT OF ASSETS IN 401(K) PLANS FOR WHICH WE PROVIDE CONSULTING SERVICES*

**As of February 2, 2016**, we were providing pension consulting services to nine (9) 401(k) plans with assets totaling approximately **\$10,070,847**. These assets are included in our non-discretionary assets under management calculation noted above.

## *FINANCIAL PLANNING*

As part of our financial planning service, we offer modular and broad-based planning. Our modular planning services are tailored for clients requiring advice on a single aspect(s) of their finances. For clients requiring board-based planning services, we provide a comprehensive evaluation of the client's current and future financial state by using currently known variables to predict future cash flows, asset values and withdrawal plans. Through the financial planning process, all questions, information and analysis are considered as they impact and are impacted by the entire financial and life situation of the client. Clients purchasing this service typically receive a written report which provides the client with a detailed financial plan designed to assist the client achieve his or her financial goals and objectives.

In general, the financial plan can address any or all of the following areas:

- **PERSONAL:** We review family records, budgeting, personal liability, estate information, and financial goals.
- **TAX AND CASH FLOW:** We analyze the client's income tax and spending and planning for past, current and future years; then illustrate the impact of various investments on the client's current income tax and future tax liability.
- **INVESTMENTS:** We analyze investment alternatives and their effect on the client's portfolio.
- **INSURANCE:** We review existing policies to ensure proper coverage for life, health, disability, long-term care, liability, home, and automobile.
- **RETIREMENT:** We analyze current strategies and investment plans to help the client achieve his or her retirement goals.
- **DEATH AND DISABILITY:** We review the client's cash needs at death, income needs of surviving dependents, estate planning, and disability income.
- **ESTATE:** We assist the client in assessing and developing long-term strategies, including as appropriate, living trusts, wills, powers of attorney, and asset protection plans. In addition we will assess nursing home costs, Medicaid, elder law, and estate taxes.

We gather required information through in-depth personal interviews. Information gathered may include the client's current financial status, tax status, future goals, returns objectives and attitudes towards risk. We carefully review documents supplied by the client and prepare a written report. Should the client choose to implement the recommendations contained in the plan, we suggest the client work closely with his/her attorney, accountant, insurance agent, and/or stockbroker. Implementation of financial plan recommendations is entirely at the client's discretion.

We also provide general non-securities advice on topics that may include tax and budgetary planning, estate planning, and business planning.

Typically the financial plan is presented to the client within six months of the contract date, provided that all information needed to prepare the financial plan has been promptly provided. Financial Planning recommendations are not limited to any specific product or service offered by a broker-dealer or insurance company. All recommendations are of a generic nature.

## **Item 5 Fees and Compensation**

### *PORTFOLIO MANAGEMENT / PENSION CONSULTING FEES*

As detailed in the Investment Advisory Agreement, portfolio management and investment advisory services are provided for a percentage of assets under management.

Whitcomb & Hess does not receive any performance-based compensation. Fees are not based on capital appreciation. Fees are not negotiable.

Fees are calculated and billed each quarter in advance, based on the fair market value of assets at the end of the prior quarter. Fees will be automatically withdrawn from your account on or about the first business day of each quarter, unless other payment arrangements are made in advance. Payment of management fees will be made by the qualified custodian holding the funds and securities, provided that you supply written authorization permitting the fees to be paid directly from the account. Whitcomb & Hess will not have access to funds for payment of fees without your written consent.

Further, the qualified custodian agrees to deliver account statements, at least quarterly, directly to you, showing all disbursements from the account. You are encouraged to review all account statements for accuracy. Whitcomb & Hess will receive a duplicate copy of the statement that was delivered to you.

Percentages used for fee calculations are as follows:

**Portfolio Management Fees**  
(Individuals and Organizations)

Assets Under Management	Annual Fee
\$0 - \$499,999	1.00%*
\$500,000 - \$999,999	0.80%
\$1,000,000 - \$1,999,999	0.60%
\$2,000,000 - \$2,999,999	0.40%
Over \$3,000,000	0.30%

**Pension Consulting Fees**

Assets Under Management	Annual Fee
\$0 - \$999,999	0.75%
\$1,000,000 - \$1,999,999	0.50%
Over \$2,000,000	0.30%

\*With a minimum fee of \$25 per quarter (Individuals and Organizations only)

*Simple IRA accounts:* In an effort to deter the misuse or abuse of Simple IRA plans, there is an additional transaction fee of \$50 for each early withdrawal from an individual Simple IRA account. This fee will be automatically withdrawn from the account at the time of the request. Simple IRA clients may avoid this \$50 fee by contacting the custodian of the assets directly for the withdrawals. There is no fee for withdrawals after the client reaches the age of 59 ½.

**FINANCIAL PLANNING FEES**

Whitcomb & Hess' Financial Planning fee will be determined based on the nature of the services being provided and the complexity of each client's circumstances. All fees are agreed upon prior to entering into a contract with any client. Our Financial Planning fees are calculated and charged on a fixed fee basis, typically ranging from \$250 to \$2,500, depending on the specific arrangement reached with the client. We may request a 50% retainer upon completion of our initial fact-finding session with the client; however, advance payment will never exceed \$500 for work that will not be completed within six months. The balance is due upon completion of the plan.

Fees to update the plan are 30% of initial plan price for annual updates, and 45% of initial plan price for bi-annual updates. Fees for a comprehensive financial plan and each updated plan shall be payable as follows: a 50% down payment is due at signing of this agreement (or when a review and update of the plan is due), and the remaining 50% is due upon delivery of the plan (or the updated plan).

**GENERAL INFORMATION**

*Termination of the Advisory Relationship:* A client agreement may be canceled at any time, by either party, for any reason upon written notice. As disclosed above, certain fees are paid in advance of services provided. Upon termination of any account, any prepaid, unearned fees over \$5.00 will be promptly refunded. Refunds under \$5.00 will be made upon client request. In calculating a client's reimbursement of fees, we will pro rate the reimbursement according to the number of days remaining in the billing period.

**Mutual Fund Fees:** All fees paid to Whitcomb & Hess for investment advisory services are separate and distinct from the fees and expenses charged by mutual funds and/or EFTs to their shareholders. These fees and expenses are described in each fund's prospectus. These fees will generally include a management fee, other fund expenses, and a possible distribution fee. If the fund also imposes sales charges, a client may pay an initial or deferred sales charge. A client could invest in a mutual fund directly, without our services. In that case, the client would not receive the services provided by our firm which are designed, among other things, to assist the client in determining which mutual fund or funds are most appropriate to each client's financial condition and objectives. Accordingly, the client should review both the fees charged by the funds and our fees to fully understand the total amount of fees to be paid by the client and to thereby evaluate the advisory services being provided.

**Wrap Fee Programs and Separately Managed Account Fees:** Whitcomb & Hess does not participate in Wrap Fee Programs or Separately Managed Accounts.

**Additional Fees and Expenses:** In addition to our advisory fees, clients are also responsible for the fees and expenses charged by custodians and imposed by broker dealers, including, but not limited to, any transaction charges imposed by a broker dealer with which an independent investment manager effects transactions for the client's account(s). Please refer to the "Brokerage Practices" section (Item 12) of this Form ADV for additional information.

**ERISA Accounts:** Whitcomb & Hess is deemed to be a fiduciary to advisory clients that are employee benefit plans or individual retirement accounts (IRAs) pursuant to ERISA. As such, our firm is subject to specific duties and obligations under ERISA and the Internal Revenue Code that include among other things, restrictions concerning certain forms of compensation. To avoid engaging in prohibited transactions, Whitcomb & Hess may only charge fees for investment advice about products for which our firm and/or our related persons do not receive any commissions or 12b-1 fees.

To the extent we perform any Fiduciary Services, our firm is acting as a fiduciary of the Plan as defined in Section 3(21) under the Employee Retirement Income Security Act ("ERISA").

**Advisory Fees in General:** Clients should note that similar advisory services may (or may not) be available from other registered (or unregistered) investment advisers for similar or lower fees.

**Limited Prepayment of Fees:** Under no circumstances do we require or solicit payment of fees in excess of \$500 more than six months in advance of services rendered.

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

Whitcomb & Hess does not charge performance-based fees.

## **Item 7 Types of Clients**

Whitcomb & Hess is a CPA and investment advisory firm, whose principal business is providing tax, accounting, and management services to individuals and corporations. In addition to this practice, Whitcomb & Hess provides investment advisory and portfolio management services to individuals, corporations, trusts, estates, charitable organizations, and consulting services to participant directed qualified retirement plans. Whitcomb & Hess is also an insurance agency and offers financial planning services.

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

### METHODS OF ANALYSIS

We use the following methods of analysis in formulating our investment advice and/or managing client assets:

*Fundamental Analysis.* We attempt to measure the intrinsic value of a security by looking at economic and financial factors (including the overall economy, industry conditions, and the financial condition and management of the company itself) to determine if the company is underpriced (indicating it may be a good time to buy) or overpriced (indicating it may be time to sell). Fundamental analysis does not attempt to anticipate market movements. This presents a potential risk, as the price of a security can move up or down along with the overall market regardless of the economic and financial factors considered in evaluating the stock.

*Technical Analysis.* We analyze past market movements and apply that analysis to the present in an attempt to recognize recurring patterns of investor behavior and potentially predict future price movement.

Technical analysis does not consider the underlying financial condition of a company. This presents a risk in that a poorly-managed or financially unsound company may underperform regardless of market movement.

*Risks for all forms of analysis.* Our securities analysis methods rely on the assumption that the companies whose securities we purchase and sell, the rating agencies that review these securities, and other publicly available sources of information about these securities, are providing accurate and unbiased data. While we are alert to indications that data may be incorrect, there is always a risk that our analysis may be compromised by inaccurate or misleading information.

### INVESTMENT STRATEGIES

We use the following strategy(ies) in managing client accounts, provided that such strategy(ies) are appropriate to the needs of the client and consistent with the client's investment objectives, risk tolerance, and time horizons, among other considerations:

*Long-term purchases.* We purchase securities with the idea of holding them in the client's account for a year or longer. Typically we employ this strategy when we believe the securities to be currently undervalued, and/or we want exposure to a particular asset class over time, regardless of the current projection for this class.

A risk in a long-term purchase strategy is that by holding the security for this length of time, we may not take advantages of short-term gains that could be profitable to a client. Moreover, if our predictions are incorrect, a security may decline sharply in value before we make the decision to sell.

*Short-term purchases.* When utilizing this strategy, we purchase securities with the idea of selling them within a relatively short time (typically a year or less). We do this in an attempt to take advantage of conditions that we believe will soon result in a price swing in the securities we purchase. A short-term purchase strategy poses risks should the anticipated price swing not materialize. We are then left with the option of having a long-term investment in a security that was designed to be a short-term purchase or potentially taking a loss. In addition, this strategy involves more frequent trading than does a longer-term strategy and will result in increased brokerage and other transaction-related costs, as well as less favorable tax treatment of short-term capital gains.

*Margin transactions.* Upon your request, we can purchase stocks for your portfolio with money borrowed from your brokerage account. This allows you to purchase more stock than you would be able to with your available cash and allows us to purchase stock without selling other holdings.

#### *RISK OF LOSS*

Securities investments are not guaranteed and you may lose money on your investments. We ask that you work with us to help us understand your tolerance for risk.

#### *TRADE ERROR POLICY*

As a fiduciary, Whitcomb & Hess has the responsibility to effect orders correctly, promptly, and in the best interests of our clients. In the event any error occurs in the handling of any client transactions due to Whitcomb & Hess's actions, or inaction, or actions of others, our policy is to seek to identify and correct any errors as promptly as possible without disadvantaging the client or benefiting Whitcomb & Hess in any way. If an error results in a gain, the gain will remain in your account. If an error results in a loss, Whitcomb & Hess will reimburse you.

### **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.

Our firm and our management personnel have no reportable disciplinary events to disclose.

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

Whitcomb & Hess is also an accounting firm. If you require accounting services, we may recommend that you use our firm. Our advisory services are separate and distinct from the accounting services that our firm may provide.

Whitcomb & Hess is also an insurance agency. Representatives providing investment advice on behalf of our firm may also be licensed as independent insurance agents. These persons will earn commission-based compensation for selling insurance products. Insurance commissions earned by these persons are separate and in addition to our advisory fees. This practice presents a conflict of interest because persons providing investment advice on behalf of our firm who are insurance agents have an incentive to recommend insurance products to you for the purpose of generating commissions. You are under no obligation, contractually or otherwise, to purchase insurance products through any person affiliated with our firm.

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

#### *CODE OF ETHICS*

Our firm has adopted a Code of Ethics which sets forth high ethical standards of business conduct that we require of our employees, including compliance with applicable federal securities laws. A copy of our Code of Ethics is available to our advisory clients and prospective clients. You may request a copy by e-mail sent to [info@whitcomb.com](mailto:info@whitcomb.com) or by calling us at 419-289-7007.

## *PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS*

Whitcomb & Hess does not recommend securities to clients in which we have any financial interest.

Whitcomb & Hess and our personnel owe a duty of loyalty, fairness, and good faith towards our clients, and have an obligation to adhere not only to the specific provisions of the Code of Ethics but to the general principles that guide the Code. Our Code of Ethics includes policies and procedures for the review of quarterly securities transactions reports as well as initial and annual securities holdings reports that must be submitted by the firm's access persons. Among other things, our Code of Ethics also requires the prior approval of any acquisition of securities in a limited offering (e.g., private placement) or an initial public offering. Our code also provides for oversight, enforcement, and record keeping provisions. The Code of Ethics of Whitcomb & Hess further includes a policy prohibiting the use of material non-public information. While we do not believe that we have any particular access to non-public information regarding publicly traded securities, all employees are reminded that such information may not be used in a personal or professional capacity.

Whitcomb & Hess and individuals associated with our firm are prohibited from engaging in principal transactions. Whitcomb & Hess and individuals associated with our firm are prohibited from engaging in agency cross transactions. Our Code of Ethics is designed to assure that the personal securities transactions, activities and interests of our employees will not interfere with (i) making decisions in the best interest of advisory clients and (ii) implementing such decisions while, at the same time, allowing employees to invest for their own accounts.

## *PERSONAL TRADING*

Our firm and/or individuals associated with our firm may buy or sell for their personal accounts securities identical to or different from those recommended to our clients. In addition, any related person(s) may have an interest or position in a certain security(ies) which may also be recommended to a client. It is the expressed policy of our firm that no person employed by us may purchase or sell any security prior to a transaction(s) being implemented for an advisory account, thereby preventing such employee(s) from benefiting from transactions placed on behalf of advisory accounts. We may aggregate our employee trades with client transactions where possible and when compliant with our duty to seek best execution for our clients. In these instances, participating clients will receive an average share price and transaction costs will be shared equally and on a pro-rata basis. In the instances where there is a partial fill of a particular batched order, we will allocate all purchases pro-rata, with each account paying the average price. Our employee accounts will be included in the pro-rata allocation. As these situations represent actual or potential conflicts of interest to our clients, we have established the following policies and procedures for implementing our firm's Code of Ethics, to ensure our firm complies with its regulatory obligations and provides our clients and potential clients with full and fair disclosure of such conflicts of interest:

1. No principal or employee of our firm may put his or her own interest above the interest of an advisory client.
2. No principal or employee of our firm may buy or sell securities for their personal portfolio(s) where their decision is a result of information received as a result of his or her employment unless the information is also available to the investing public.
3. It is the expressed policy of our firm that no person employed by us may purchase or sell any security prior to a transaction(s) being implemented for an advisory account. This prevents such employees from benefiting from transactions placed on behalf of advisory accounts.
4. Our firm requires prior approval for any IPO or private placement investments by related persons of the firm.

5. We maintain a list of all reportable securities holdings for our firm and anyone associated with this advisory practice who has access to advisory recommendations ("access person"). These holdings are reviewed on a regular basis by our firm's Chief Compliance Officer or his/her designee.
6. We have established procedures for the maintenance of all required books and records.
7. Clients can decline to implement any advice rendered, except in situations where our firm is granted discretionary authority.
8. All of our principals and employees must act in accordance with all applicable Federal and State regulations governing registered investment advisory practices.
9. We require delivery and acknowledgment of the Code of Ethics by each supervised person of our firm.
10. We have established policies requiring the reporting of Code of Ethics violations to our senior management.
11. Any individual who violates any of the above restrictions may be subject to termination.

## Item 12 Brokerage Practices

As a client of Whitcomb & Hess Investment Advisory Services, you may designate whether you wish to give Whitcomb & Hess discretionary authority to buy or sell securities, or direct the amount of securities to be bought or sold in your accounts under management with Whitcomb & Hess. Your Investment Advisory Agreement with Whitcomb & Hess establishes the amount of authority you are assigning. If you choose not to grant Whitcomb & Hess discretionary authority over your account, or, if you choose to impose certain other restrictions on the management of your account, you should understand that such restrictions may adversely affect the management of the account or the ability to meet your investment objectives. For example, you may pay a different price for investments due to the delay involved in obtaining your approval for each trade.

Whitcomb & Hess does not require clients to use specific broker-dealers; however, Whitcomb & Hess requests that clients direct us to place trades with the Schwab Institutional division of **Charles Schwab & Co., Inc.** ("Schwab"), a FINRA registered broker-dealer, member SIPC. Whitcomb & Hess has evaluated Schwab and believes that it will provide our clients with a blend of execution services, commission costs and professionalism that will assist our firm to meet our fiduciary obligations to clients. We reserve the right to decline acceptance of any client account for which the client directs the use of a broker other than Schwab if we believe that this choice would hinder our fiduciary duty to the client and/or our ability to service the account.

In directing the use of a particular broker, it should be understood that Whitcomb & Hess will not have authority to negotiate commissions or to necessarily obtain volume discounts, and best execution may not be achieved. In addition, a disparity in commission charges may exist between the commissions charged to the client and those charged to other clients (who may direct the use of another broker). Clients should note, while Whitcomb & Hess has a reasonable belief that Schwab is able to obtain best execution and competitive prices, our firm will not be independently seeking best execution price capability through other brokers.

The factors considered by Whitcomb & Hess when recommending a broker are the broker's ability to provide professional services, our experience with the broker, the broker's reputation, the broker's quality of execution services and costs of such services, among other factors. Clients are not under any obligation to affect trades through any recommended broker.

As a matter of policy and practice, Whitcomb & Hess does not generally block client trades and, therefore, we implement client transactions separately for each account. Consequently, certain client trades may be executed before others, at a different price and/or commission rate. Additionally, our clients may not receive volume discounts available to advisers who block client trades.

### *OUR RELATIONSHIP WITH SCHWAB*

Although we recommend that clients establish accounts at Schwab, it is the client's decision to custody assets with Schwab. Whitcomb & Hess is independently owned and operated and not affiliated with Schwab. Schwab provides Whitcomb & Hess 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 advisers on an unsolicited basis, at no charge to them so long as a total of at least \$10 million of the adviser's clients' assets are maintained in accounts at Schwab Institutional. These are not contingent upon our firm committing to Schwab any specific amount of business (assets in custody or trading commissions). 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.

For our client accounts maintained in its custody, Schwab generally does not charge separately for custody services but is compensated by account holders through commissions and other transaction-related or asset-based fees for securities trades that are executed through Schwab or that settle into Schwab accounts.

Schwab Institutional also makes available to our firm other products and services that benefit Whitcomb & Hess but may not directly benefit our clients' accounts. Many of these products and services may be used to service all or some substantial number of our client accounts, including accounts not maintained at Schwab. Schwab's products and services that assist us in managing and administering our 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; provide research, pricing and other market data; (iii) facilitate payment of our fees from clients' accounts; (iv) and assist with back-office functions, record keeping and client reporting.

Schwab Institutional also offers other services intended to help us manage and further develop our business enterprise. 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 consultants and insurance providers.

Schwab may make available, arrange and/or pay third-party vendors for the types of services rendered to Whitcomb & Hess. Schwab Institutional may discount or waive fees it would otherwise charge for some of these services or pay all or a part of the fees of a third-party providing these services to our firm. Schwab Institutional may also provide other benefits such as educational events or occasional business entertainment of our personnel. In evaluating whether to recommend or require 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 on the nature, cost or quality of custody and brokerage services provided by Schwab, which may create a potential conflict of interest.

## Item 13 Review of Accounts

### *INVESTMENT ADVISORY SERVICES INDIVIDUAL PORTFOLIO MANAGEMENT*

**REVIEWS:** While the underlying securities within Individual Portfolio Management Services accounts are continually monitored, these accounts are reviewed at least quarterly. Accounts are reviewed in the context of each client's stated investment objectives and guidelines. More frequent reviews may be triggered by material changes in variables such as the client's individual circumstances, or the market, political or economic environment. These accounts are reviewed by one of our Investment Advisor Representatives.

**REPORTS:** In addition to the monthly statements and confirmations of transactions that clients receive from their broker-dealer, we provide quarterly reports summarizing account performance, balances and holdings.

### *PENSION CONSULTING SERVICES*

**REVIEWS:** Whitcomb & Hess will review the investment options of the plan at least annually, and whenever the client advises us of a change in circumstances regarding the needs of the plan. These accounts are reviewed by one of our Investment Advisor Representatives.

**REPORTS:** These client accounts will receive reports as contracted for at the inception of the advisory relationship.

### *FINANCIAL PLANNING SERVICES*

**REVIEWS:** While reviews may occur at different stages depending on the nature and terms of the specific engagement, typically no formal reviews will be conducted for Financial Planning clients unless otherwise contracted for.

**REPORTS:** Financial Planning clients will receive a completed financial plan. Additional reports will not typically be provided unless otherwise contracted for.

### *RESEARCH REPORTS*

Third party performance reporting may not include the net effect of our advisory fees. We encourage clients to review our fee schedule(s) as noted under Item 5 of this disclosure brochure along with any brokerage statements delivered by the acting custodian for more information on the advisory fees deducted from your account(s).

## Item 14 Client Referrals and Other Compensation

The policy of Whitcomb & Hess is not to engage solicitors or to pay related or non-related persons for referring potential clients to our firm. The policy of Whitcomb & Hess is not to accept or allow our related persons to accept any form of compensation, including cash, sales awards or other prizes, from a non-client in conjunction with the advisory services we provide to our clients.

## Item 15 Custody

We previously disclosed in the "Fees and Compensation" section (Item 5) of this Brochure that our firm directly debits advisory fees from client accounts. As part of this billing process, the client's custodian is advised of the amount of the fee to be deducted from that client's account. On at least a quarterly basis, the custodian is required to send to the client a statement showing all transactions within the account during the reporting period. Because the custodian does not calculate the amount of the fee to be deducted, it is important for clients to carefully review their custodial statements to verify the accuracy of the calculation, among other things. Clients should contact us directly if they believe that there may be an error in their statement. In addition to the periodic statements that clients receive directly from their custodians, we also send account statements directly to our clients on a quarterly basis. We urge our clients to carefully compare the information provided on these statements to ensure that all account transactions, holdings and values are correct and current.

James H. Hess, President of our firm, serves as trustee to certain accounts for which we provide investment advisory services. Mr. Hess' capacity as trustee gives him custody over the advisory accounts for which he serves as trustee. These accounts will be held with a bank, broker-dealer, or other independent, qualified custodian. If Mr. Hess acts as trustee for any of your advisory accounts, you will receive account statements from the independent, qualified custodian(s) holding your funds and securities at least quarterly. You should review the statements from your account custodian(s) to reconcile the information reflected on each statement. If you have a question regarding your account statement or if you did not receive a statement from your custodian, please contact us directly at the telephone number on the cover page of this brochure.

## Item 16 Investment Discretion

Clients may hire us to provide discretionary asset management services, in which case we place trades in a client's account without contacting the client prior to each trade to obtain the client's permission. Our discretionary authority includes the ability to do the following without contacting the client: Determine the security to buy or sell; and/or, Determine the amount of the security to buy or sell. Clients give us discretionary authority when they sign a discretionary agreement with our firm and may limit this authority by giving us written instructions. Clients may also change/amend such limitations by once again providing us with written instructions.

## Item 17 Voting Client Securities

As a matter of firm policy, we do not vote proxies on behalf of clients. Therefore, although our firm may provide investment advisory services relative to client investment assets, clients maintain exclusive responsibility for: (1) directing the manner in which proxies solicited by issuers of securities beneficially owned by the client shall be voted, and (2) making all elections relative to any mergers, acquisitions, tender offers, bankruptcy proceedings or other type events pertaining to the client's investment assets. Clients are responsible for instructing each custodian of the assets to forward to the client copies of all proxies and shareholder communications relating to the client's investment assets. We may provide clients with consulting assistance regarding proxy issues if they contact us with questions at our principal place of business.

## **Item 18 Financial Information**

Whitcomb & Hess has no additional financial circumstances to report. Under no circumstances do we require or solicit payment of fees in excess of \$1,200 per client more than six months in advance of services rendered. Therefore, we are not required to include a financial statement. Whitcomb & Hess has not been the subject of a bankruptcy petition at any time during the past ten years.

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

Our firm is registered with the SEC, and not required to respond to this item.