

**CASTLE WEALTH  
MANAGEMENT**  
FORTIFY YOUR FAMILY'S FUTURE



**FORM ADV PART 2**

**MARCH 27, 2020**

**Contact Information**

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This brochure provides information about the qualifications and business practices of Castle Wealth Management. If you have any questions about the contents of this brochure, please contact us at (561) 686-9604. 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 Castle Wealth Management is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). (CRD# 118364) The SEC's web site also provides information about any persons affiliated with Castle Wealth Management who are registered, or are required to be registered, as investment advisor representatives of Castle Wealth Management.

Castle Wealth Management, LLC is a Registered Investment Adviser. Registration with the United States Securities and Exchange Commission or any state securities authority does not imply a certain level of skill or training.

## **Item 2 - Material Changes**

The Material Changes section of this brochure will be updated annually or when material changes occur since the previous release of the Firm Brochure. Each year, we will ensure that you receive a summary of any material changes to this and subsequent brochures no later than 120 days after our fiscal year end (12/31). We will further provide you with our most recent brochure at any time at your request, without charge. You may request a brochure by contacting us at (561) 686- 9604.

### **Material Changes since the Last Update**

The material changes in this brochure from the last annual updating amendment of Castle Wealth Management, LLC ("Castle" or "Firm") on 10/2019 are described below. Material changes include anything that are material to a client's or prospective client's evaluation of our advisory business or the integrity of our management.

The following material changes occurred since the last filing of Form ADV on 10/2019

Our office location moved

From 1400 Centrepark Blvd., Suite #900 West Palm Beach Florida 33401

To 201 Arkona Court West Palm Beach, Florida 33401-7116

### **Item 4 — Advisory Business**

We added a Wrap Fee Program to our advisory services. Please refer to our Wrap Fee Brochure for further details.

Currently, all our Form ADV Brochures may be requested free of charge by contacting Christina Worley, CPA/PFS, CFP®, CFA - Managing Member at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

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## **Item 4 — Advisory Business**

### **Background Information**

Castle Wealth Management provides customized wealth management and financial planning services to high net worth families, individuals, businesses, trusts, and charitable entities. Our firm was incorporated on October 9, 1997 as P.F.S. Advisors, L.C. D/B/A Castle Wealth Management, being the successor firm of Worley and Worley, a Florida Registered Investment Advisory firm. At the end of 2018, our legal name was changed from P.F.S. Advisors, L.C. to Castle Wealth Management, LLC (herein after Castle ). Castle is overseen by its Managing Member and Founder, Christina Worley CPA/PFS, CFP®, CFA. The firm is owned primarily by Christina Worley. Gary Sellari is also a minority owner. For the complete ownership details please see Form ADV Part 1 Schedule A Direct Owners and Executive Officers at [adviserinfo.sec.gov](http://adviserinfo.sec.gov).

### **Assets Under Management**

Our assets under management on a discretionary basis as of 12/31/2019 were \$310,276,479 and \$44,834,019 on a non-discretionary basis.

Our transactional flexibility provides product diversity, as well as offering Separate Account Managers (SMAs) that we monitor before approving. Here's what you can expect from us:

### **How We Seek to Earn Your Trust**

Our continued success is a direct result of the relationships we build with our clients. We are devoted to helping our clients achieve financial success. We reinforce our commitment by providing personalized service, coupled with current financial knowledge to address your individual needs and circumstances. Furthermore, it is our policy to respond to all client correspondence in a prompt manner. Our team places a premium on client interaction. Our clients rely on us for all their investment needs, large or small, business or personal.

### **Our Process**

Castle provides Investment Supervisory Services, defined as giving continuous advice to a client or making investments on behalf of individual needs. Through careful discussion of goals and objectives based on client's needs, Castle develops a financial plan unique to each individual. Once a specialized Investment Policy Statement (IPS) is established, a portfolio is then generated to reflect the mutually agreed upon asset allocation contained in the IPS.

Each account managed by Castle is on a discretionary and/or non-discretionary basis as outlined in each household's IPS. Account supervision and monitoring is guided by the stated objectives contained in the IPS.

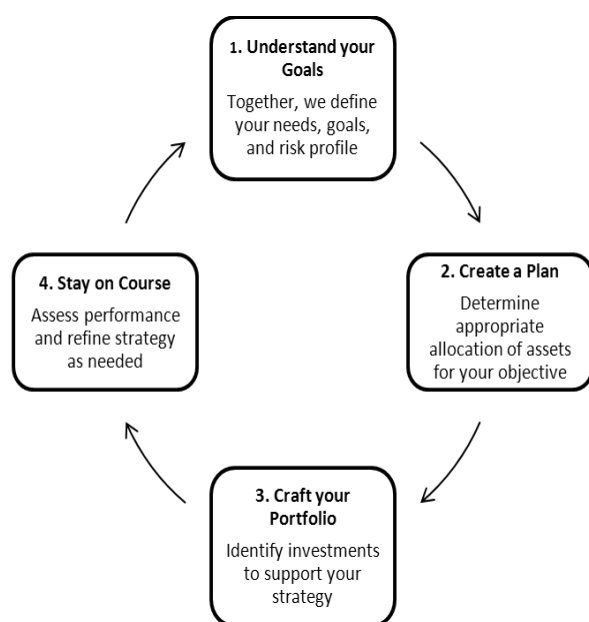
Portfolios managed by Castle may consist of one or all the following: individual equities, bonds, variable annuities, mutual funds, exchange-traded funds, CDs, alternative investments, REITs and separately managed accounts. Variable annuities and mutual funds will be selected based on any or all of the following: the fund's performance history, the industry sector, the track record of the fund manager, investment objectives and the overall management philosophy and fee structure.

Portfolio weighting between funds and market sectors will be determined by each client's IPS. Depending upon the risk tolerance and needs of the client, Castle may recommend the use of options (i.e. covered calls or protective puts). Clients will have the opportunity to place reasonable investment restrictions at any time based on risk tolerance. Clients may impose restrictions on investing in certain securities or types of securities (such as a product

type, specific companies, specific sectors, etc.). Individual ownership of assets always remains with the client, with brokerage accounts normally custodied at Schwab, TD Ameritrade Institutional and iShares (529-plans). We currently have two retirement plans custodied at Nationwide, American Century and BlueStar at the client's request. We will use Equity Institutional, Millennium Trust and NuView IRA as custodians for non-standard IRA assets.

Castle seeks to provide that investment decisions are made in accordance with the fiduciary duties owed to its accounts and without consideration of Castle's economic, investment, or other financial interests. We shall attempt to avoid, among other things, investment trading practices that systematically advantage or disadvantage certain client portfolios. We shall seek fair and equitable allocation of investment opportunities/transactions among our clients to avoid favoring one over another over time.

In the below process, each client is led on a path towards helping them seek long-term financial success:



The personalized attention each client receives combined with a strong client-advisor relationship is what helps build the foundation to our success. Our goal with each client is to meet their long-term financial objectives through a multi-disciplinary approach. With principles of safety and soundness at the heart of every client relationship, Castle Wealth Management is able to continue leading its clients to a path of long-term financial success.

#### What's Right for You?

Once the financial review is complete and a financial plan agreed upon, we will work diligently to design an individualized asset allocation.

Our planning considers all client holdings, even those we may not manage directly. Our transactional flexibility provides product diversity, as well as offering Separate Account Managers (SMAs) that we monitor before approving. Here's what you can expect from us:

- Financial Planning, for as many specific goals as the client has, i.e. retirement, education, etc.
- Disciplined Portfolio Management
- Multigenerational Wealth Transfers
- Retirement & Estate Planning
- Insurance Reviews
- Asset Protection Planning
- Education Planning

#### Your Personalized Plan

For each client, Castle Wealth Management will produce a written individual Investment Policy Statement (IPS) reflecting an agreed-upon asset allocation. Once the agreement is signed, we start investing on your behalf as appropriate to seek to meet your objectives. We meet with you to provide a forum to discuss life changes that may influence your financial plan, and to determine if any financial changes or adjustments are necessary. We also touch base with you to discuss the impact of current economic conditions on your portfolio. Ongoing portfolio reviews are conducted by our Account Review Committee (ARC). Adjustments may be made quarterly to ensure adherence to your asset allocation. We do not charge any additional fees for providing a financial plan to clients with more than \$500,000 in assets under management that are investment advisory clients.

#### Our Mission

We strive to help you achieve success by providing personalized attention and a commitment to service that addresses not only today's needs but tomorrow's plans. Our dedication to helping you achieve your financial goals means we place a premium on timeliness, thoroughness and accuracy.

#### Our Goal

We provide personalized service, coupled with current financial knowledge to address your individual needs and circumstances. We guide you on a successful path toward meeting your financial goals by utilizing our well documented plans, which are designed to focus on the big picture, not short-term market variations. Why Clients Choose Us:

- Objective Advice
- Investment Diversity
- Transparent Reporting (performance, fees)
- Tax Efficient Portfolio Management
- Multi-disciplined Team

#### Asset Management

We shall comply with the CFA® Institute's Asset Manager Code. The Asset Manager Code (the Code) outlines the ethical and professional responsibilities of firms that manage assets on behalf of clients. The principles and provisions address six broad categories: (1) loyalty to clients, (2) investment process and actions, (3) trading, (4) risk management, compliance, and support, (5) performance reporting and valuation, and (6) disclosures.

#### Financial Planning

We have a potential inherent conflict of interest whenever we provide Financial Planning services to a client that also has retained our Investment Advisory services. It could be in our best interest not to recommend paying down debt that would directly reduce the Assets Under Management that we manage and charge a percentage fee for. We mitigate this conflict by providing an overall plan suitable and in the best interest of the client.

Whenever we provide Financial Planning Services we shall adhere to the Code of Ethics and Standards of Conduct issued by the CFP Board. CFP Board's *Code of Ethics and Standards of Conduct* reflects the commitment that all CFP® professionals make to high standards of competency and ethics. CFP Board's *Code and Standards* benefits and protects the public, provides standards for delivering financial planning, and advances financial planning as a distinct and valuable profession. Compliance with the *Code and Standards* is a requirement of CFP® certification that is critical to the integrity of the CFP® marks. Violations of the *Code and Standards* may subject a CFP® professional to discipline.

The CFP® professionals of Castle will also review the complete CFP Board Code of Ethics and Standards of Conduct and the Practice Standards to ensure proper implementation within the firm.

#### Wrap Fee Program

Castle offers portfolio management services to Wrap fee programs. We manage the wrap fee program portfolios the same we would any non-wrap fee portfolio. We receive a portion of the wrap-fee for our investment advisory services. Please refer to Appendix 1 of Form ADV: Wrap Fee Program Brochure for further details.

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

All client's Fee Structures are outlined in their agreements with Castle. The information provided below is a guideline for the fee structures. Castle reserves the right to modify the fee structures listed below.

We believe as a result of a fee-based cost structure, Castle is able to provide objective advice and personalized recommendations unique to each individual. The annual fee for portfolio management will be charged as a percentage of assets under management, according to the sliding marginal rate schedule below:

<u>Assets under management</u>	<u>Annual Fee (%)</u>
\$0 - \$10,000,000	1.00%
Next \$10,000,000	0.50%
All Over \$20,000,000	0.25%

A minimum annual fee of \$2,000 for assets under management is required for this service. For certain account relationships Castle will aggregate related accounts (households) in order to meet this minimum annual fee requirement.

For 529 Accounts custodied at iShares we charge a flat .40% (unless above sliding fee is less). The iShares platform itself charges approximately .60%, and the ETF's selected expenses can be looked up online. When we set our rate, we were trying to set our fee so that on average the total of all the expenses to an iShares 529 plan would be approximately, on average, 1%.

Accounts that are custodied at Schwab or TD Ameritrade Institutional that are only cash or money market funds are charged a flat 0.25% by Castle. Since money market interest rates depending on the custodian, may be low, our fees could be more than the interest earned.

The fee charged is calculated as described above and not charged based on a share of capital gains or capital appreciation on any portion of the client's funds (SEC Rule 205(a)(1)).

### Negotiability of Fees

In certain circumstances, all fees and account minimums may be negotiable.

A client agreement may be canceled at any time, by either party, for any reason upon receipt of 30 days written notice. It is our policy to give a 30-day written notice when terminating a client. Upon termination of any account, prepaid and/or unearned fees will be promptly refunded while any earned, unpaid fees will be due and payable. The client has the right to terminate an agreement without penalty within five business days after entering into the agreement. All fees shall be prorated to the date 30 days after the termination receipt.

All investment advisory fees paid to Castle are separate and distinct from costs incurred by any third-party investment product or service such as mutual funds and exchange-traded funds to their shareholders. These expenses are described in each fund's prospectus and will usually consist of a management fee, other fund expenses, and possibly a distribution fee. If the fund also imposes sales charges, a client may pay an initial or deferred sales charge. Castle, nor any of our supervised persons receive any portion of the third-party fees, such as commissions, asset-based sales charges, or any services fees.

Clients have the option of investing in a mutual fund directly, without the services of Castle. In that case, Castle would not facilitate the transaction and assist the client in determining the most appropriate mutual fund(s) based upon the unique financial situation of the individual. Accordingly, the client should review both the fees charged by the mutual funds and those of Castle to fully understand the total cost to be paid and the advisory services being provided.

### Portfolio Management

Castle does not have the discretion to choose a particular broker/dealer. Rather, the client must direct us as to the broker/dealer to be used in servicing that client account.

Any broker/dealer relationship which would adversely affect the servicing of the client may be denied by Castle.

Castle participates in the Schwab Institutional services program offered to independent investment advisors by Schwab, an unaffiliated FINRA-registered broker-dealer. As part of Schwab, Castle receives benefits it would not otherwise if investment advice was not offered. (See "Other Financial Industry Activities and Affiliations" for further information).

Castle participates in the TD Ameritrade Institutional program offered to independent investment advisors by TD Ameritrade Institutional, an unaffiliated FINRA-registered broker-dealer. As part of this program, Castle receives benefits it would not otherwise receive if investment advice were not offered.

Clients in need of brokerage and custodial services will have Schwab, TD Ameritrade Institutional, or iShares recommended to them, for the client to choose from.

### Money Manager Search and Monitoring

Castle may perform management searches of various independent registered Investment advisors on behalf of a client only when Castle's clients so request. There is no obligation on behalf of the client to use any product or service offered by any independent registered investment advisor recommended by Castle. If Castle believes a particular independent adviser is performing inadequately, Castle may suggest the client contract with a different adviser (separate account manager). Under this scenario, Castle will assist the client in selecting a new adviser and then monitor that adviser's performance. The move to any new manager is solely at the discretion of the client. Castle



charges fees for its selection and monitoring service in accordance with its standard AUM fee schedule on top of the fee the selected money manager charges.

### Alternative Investments

#### Sourcing

The investment committee sources alternative investments, which include but are not limited to private equity, hedge funds and private debt, through various channels. These include investments referred by clients, and conferences. The offerings of units, shares or interests in private alternative investment vehicles (Funds) are not registered under the U.S. Securities Act of 1933, as amended (the "Securities Act"), and the Funds are not registered under the U.S. Investment Company Act of 1940, as amended (the "Investment Company Act"). Private Funds have additional risks including illiquidity and lack of disclosure when compared to public market securities. These risks are described in the offering documents of each investment and the investor agrees to bear such risks by executing the subscription documents. Some clients may own no private Funds, either because they are not Qualified or Accredited, or because they are not willing to accept the additional risks.

The Managing member leads the investment evaluation process and prepares a summary for investment committee review, frequently with staff assistance. Summary includes investment opportunity's overview, expected returns, terms and manager information. The summary, along with the investment vehicle documents, is submitted to the investment committee for review and approval. Once approved, the Managing Member and the financial planners inform clients who meet criteria below of private alternative investment vehicle (Fund) availability.

#### Client Criteria

Clients that have an Investment Policy Statement as defined under "Item 4 – Advisory Business: Our Process" section that calls for a target alternative investment allocation of at least 10% of assets under management. Target minimum household size is \$2,000,000. Consulting and non-discretionary clients are not subject to the Client Criteria.

Castle seeks to diversify private alternative investments within the household's IPS. Minimum investment amounts range between \$100,000 and \$250,000. Castle will over time recommend putting at least two private investments in each household. New clients may be placed in liquid hedge fund vehicles from our approved list, the same as clients with investable assets under two million dollars, until approved and available investments are found.

Investors need to be either one of the following depending on the specific investment vehicle (Fund)

"Accredited Investor" as such term is defined in Rule 501(a) of Regulation D promulgated under the Securities Act.

- ✦ The Purchaser had individual annual income in excess of \$200,000, or joint annual income together with a spouse in excess of \$300,000, in each of the two most recent years for which the Purchaser has filed U.S. federal income tax returns.
- ✦ The Purchaser has an individual net worth, or a joint net worth together with a spouse, in excess of \$1,000,000. "Net worth" means total assets (excluding a primary residence) at fair market value less total liabilities. In calculating total liabilities, debt secured by the primary residence is included only to the extent that it (a) exceeds the fair market value of the residence or (b) was incurred during the last 60 days (unless incurred to acquire the residence)

"Qualified Purchaser" as such term is defined in Section 2(a)(51) of the Investment Company Act and the rules thereunder.

- ✦ A person with not less than \$5 million in investments
- ✦ A company with not less than \$5 million in investments owned by close family members
- ✦ A trust, not formed for the investment, with not less than \$5 million in investments
- ✦ An investment manager with not less than \$25 million under management
- ✦ A company with not less than \$25 million of investments

- ✦ A company (regardless of the amount of such company's Investments) beneficially owned exclusively by Qualified Purchasers.

#### Implementation

Castle submits subscription paperwork and funds on behalf of clients who approve of placement. Castle is listed as an additional contact for all clients invested to ensure Fund documents including statements are received and used for monitoring. The firm maintains the list of investors who meet criteria listed under "Client Criteria" section. The Investment Committee maintains a file of alternative investments approved and used on behalf of clients.

#### Billing

Clients are responsible for expenses charged by a specific investment vehicle (Fund) as outlined in each Fund's applicable confidential offering memorandum. Castle bills clients for alternative investments using its standard AUM fee schedule on the aggregate fair market value of the net assets of a Fund, in addition to the fund charges. Aggregate fair market value is obtained from statements issued by each Fund manager, usually on a monthly or quarterly basis. Castle bills on the most recent estimated market value available, sometimes using estimated returns supplied by the fund. There is a risk that billing may be inaccurate for a given month end and quarter end as actual statements with updated fair market values may be provided by Fund managers weeks after month and quarter end. We do recalculate a bill for a later adjustment to value by the fund management, we bill with the best estimates we have when we calculate our bills, usually during the next billing period.

#### Consulting Service

Clients may also receive investment advice on a more limited basis. This may include advice on only isolated area(s) of concern such as estate planning, retirement planning, or any other specific topic. Castle also provides consultation and administrative services regarding investment and financial concerns of the client.

All consulting recommendations made are not of a particular product or service offered by a broker/dealer or insurance company; rather, they are generic in nature. If a client wants us to help them execute a need for an insurance product, we utilize their preferred insurance agent. When the clients have none, we usually quote more than one, and include an online no-load or low-load provider.

We have turned down consulting engagements that are too small, and we prefer to give these services to only our existing clients, for which we charge no additional fees. We may stop providing these services on an hourly basis at any time.

Consulting fees will be charged in one or both of two ways:

1. As a fixed fee, typically ranging from \$2,500 and up, depending upon the nature and complexity of each client's circumstances along with the mutual agreement of the client. Half of this fee may be due upon the inception of the advisory relationship, with the balance remaining due upon completion of the consulting service. Portfolio Accounting fees are due and payable on a monthly basis. We charge a fixed monthly fee for our portfolio accounting services.
2. On an hourly basis, ranging from \$100 to \$450 per hour, depending on the nature and complexity of each client's circumstances as well as mutual agreement of the client. An estimate for total hours will be determined upon the start of the advisory relationship, with 50% of the related fee due upon inception of services. Any remaining balance (based on actual hours) would be paid upon completion of the consulting service.

Castle will not hold client funds greater than \$1,200 for more than six months in advance of completing the consulting service.

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

Castle Wealth Management does not have any performance-based fee arrangements. (fees based on a share of capital gains on or capital appreciation of the assets of a client). "Side by Side Management" refers to a situation in which the same firm manages accounts that are billed based on a percentage of assets under management and at the same time manages other accounts for which fees are assessed on a performance fee basis. Because Castle has no performance-based fee accounts, it has no side-by-side management.

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

Castle provides financial planning services to High Net Worth Individuals, individuals, pension and profit-sharing plans, trusts, estates, charitable organizations, and corporations.

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

Our success is a direct result of the relationships we build with our clients. Our goal is to provide personalized service with current financial knowledge to address clients' individual overall needs and financial goals.

Once an in-depth financial review of the client is completed, Castle develops individualized asset allocation. We use a software application that utilizes modern portfolio theory to assist us. Often times, any account holdings not managed directly by the firm will be taken into consideration in order to maximize returns and minimize potential tax implications.

Asset allocation among clients' portfolios is well diversified in order to reduce the inherent market risk of equity backed securities. Castle will create a portfolio based on the individualized IPS created during the initial phase of financial planning. Clients reserve the right to place reasonable restrictions on the types of investments used during this process based on risk tolerance. Individual ownership of assets will always be retained by the client.

### **Risk of Loss**

All investments involve the risk of loss of your principal (invested amount) and any profits that have not been realized (the securities have not been sold to "lock in" the profit). Markets can be volatile, and prices of stocks, bonds, and other investments can fluctuate substantially over time. Other factors such as economic and political events also can affect the performance of your investments. There is no guarantee that you will not lose money or that you will meet your investment objectives. We encourage you to discuss any questions with us regarding our investment philosophy and your portfolios throughout the course of our relationship.

Listed below are some potential risks with any investment:

**Cash Management Risks.** The firm may invest some of a client's assets temporarily in money market funds or other similar types of investments, during which time an advisory account may be prevented from achieving its investment objective.

**Equity-Related Securities and Instruments.** The firm may take long positions in common stocks of U.S. and non-U.S. issuers traded on national securities exchanges and over-the-counter markets. The value of equity securities varies in response to many factors. These factors include, without limitation, factors specific to an issuer and factors specific to the industry in which the issuer participates. Individual companies may report poor results or be negatively affected by industry and/or economic trends and developments, and the stock prices of such companies may suffer a decline in response. In addition, equity securities are subject to stock risk, which is the risk that stock prices

historically rise and fall in periodic cycles. U.S. and non-U.S. stock markets have experienced periods of substantial price volatility in the past and may do so again in the future. In addition, investments in small-capitalization, mid-capitalization and financially distressed companies may be subject to more abrupt or erratic price movements and may lack sufficient market liquidity, and these issuers often face greater business risks.

Fixed Income Securities. Fixed income securities are subject to the risk of the issuer's or a guarantor's inability to meet principal and interest payments on its obligations and to price volatility.

Mutual Funds and ETFs. An investment in a mutual fund or ETF involves risk, including the loss of principal. Mutual fund and ETF shareholders are necessarily subject to the risks stemming from the individual issuers of the fund's underlying portfolio securities. Such shareholders are also liable for taxes on any fund-level capital gains, as mutual funds and ETFs are required by law to distribute capital gains in the event, they sell securities for a profit that cannot be offset by a corresponding loss. Shares of mutual funds are generally distributed and redeemed on an ongoing basis by the fund itself or a broker acting on its behalf. The trading price at which a share is transacted is equal to a fund's stated daily per share net asset value "NAV", plus any shareholders' fees (e.g., sales loads, purchase fees, redemption fees). The per share NAV of a mutual fund is calculated at the end of each business day, although the actual NAV fluctuates with intraday changes to the market value of the fund's holdings. The trading prices of a mutual fund's shares may differ significantly from the NAV during periods of market volatility, which may, among other factors, lead to the mutual fund's shares trading at a premium or discount to actual NAV.

Shares of ETFs are listed on securities exchanges and transacted at negotiated prices in the secondary market. Generally, ETF shares trade at or near their most recent NAV, which is generally calculated at least once daily for indexed based ETFs and potentially more frequently for actively managed ETFs. However, certain inefficiencies may cause the shares to trade at a premium or discount to their pro rata NAV. There is also no guarantee that an active secondary market for such shares will develop or continue to exist. Generally, an ETF only redeems shares when aggregated as creation units (usually 20,000 shares or more). Therefore, if a liquid secondary market ceases to exist for shares of a particular ETF, a shareholder may have no way to dispose of such shares.

Market Risk. Investing involves risk, including the potential loss of principal, and all investors should be guided accordingly. The profitability of a significant portion of firm's recommendations and/or investment decisions may depend to a great extent upon correctly assessing the future course of price movements of stocks, bonds, and other asset classes. In addition, investments may be adversely affected by financial markets and economic conditions throughout the world. There can be no assurance that we will be able to predict these price movements accurately or capitalize on any such assumptions.

Volatility Risks. The prices and values of investments can be highly volatile, and are influenced by, among other things, interest rates, general economic conditions, the condition of the financial markets, the financial condition of the issuers of such assets, changing supply and demand relationships, and programs and policies of governments.

Interest Rate Risk. An increase in interest rates could depress the prices of bonds and other fixed income securities in a client's portfolio.

Event Risk. An adverse event affecting a specific company or that company's industry could depress the price of a client's investments in that company's stocks or bonds. The issuer could become unable to handle its debt service or receive a downgraded credit rating by a rating agency.

Liquidity Risk. Securities that are normally liquid may become difficult or impossible to sell at an acceptable price during periods of economic instability or other emergency conditions. Some securities may be infrequently or thinly traded even under normal market conditions.

Political Risk. The events that occur in the home country of the foreign company may impact valuations. Events such as revolutions, nationalization, currency collapse or other types of events can have a negative impact on the security.

Inflation Risk. Inflation is a general upward movement of prices reducing your purchasing power, which is a risk for investors receiving a fixed rate of interest. The concern for individuals is that inflation will erode returns.

Derivative Risk. Investing and engaging in derivative instruments or derivative transactions such as options, commodity funds and commodity exchange traded funds "ETF's, may involve different types of risk and possibly greater levels of risk such as those listed below.

Leverage Risk. A derivative instrument or transaction may disproportionately increase an account's exposure to the market for the assets underlying the derivative position and the sensitivity of an account's portfolio to changes in market prices for those assets.

Counterparty Credit Risk. An account's ability to profit from a derivative contract depends on the ability and willingness of the other party to the contract "counterparty" to perform its obligations under the contract. If the counterparty to an over-the-counter contract fails to perform its obligations, an account may lose the benefit of the contract and may have difficulty reclaiming any collateral that an account may have deposited with the counterparty.

Lack of Correlation. The market value of a derivative position may correlate imperfectly with the market price of the asset underlying the derivative position. If a derivative position is being used to hedge against changes in the value of assets in an account, a lack of price correlation between the derivative position and the hedged asset may result in an account's assets being incompletely hedged or not completely offset price changes in the derivative position.

Illiquidity. Over-the-counter derivative contracts are usually subject to restrictions on transfer, and there is generally no liquid market for these contracts. Although it is often possible to negotiate the termination of an over-the-counter contract or enter into an offsetting contract, a counterparty may be unable or unwilling to terminate a contract with an account, especially during times of market instability or disruption. The markets for many exchange-traded futures, options, and other instruments are quite liquid during normal market conditions, but this liquidity may disappear during times of market instability or disruption.

Less Accurate Valuation. The absence of a liquid market for over-the-counter derivatives increases the likelihood that Castle Wealth Management will be unable to correctly value these interests.

Tax Harvesting Risk. Efficient tax-loss harvesting is an important component of a customized portfolio approach. Tax harvesting is a strategy where an ETF or mutual fund is sold at a taxable loss and replaced with a security whose historical performance and expected future performance are similar, thereby having little impact on the overall strategic allocation, but capturing the tax loss. Because past performance is no indication of future performance, there is potential for the future performance of the replacement position to deviate from that of the initial holding. This type of strategy may also incur an increase in the frequency of trading and amount of transaction costs.

Real Estate Risk. REIT share prices may decline because of adverse developments affecting the real estate industry and real property values. In general, real estate values can be affected by a variety of factors, including supply and demand for properties, the economic health of the country or different regions, and the strength of specific industries that rent properties. Some of our investment strategies require that you maintain a margin account.

Clients who purchase securities may pay for them in full or may borrow part of the purchase price from the broker-dealer that holds his/her account. Clients generally use margin to leverage their investments and increase their purchasing power. At the same time, clients who trade securities on margin incur the potential for higher losses. We will discuss the risks of using margin with clients to determine if it is appropriate.

Cybersecurity. The technology systems of the firm and its respective service providers may be vulnerable to inadvertent or deliberate interruption and consequent damage from technical or human sources. In addition to natural catastrophes, service/power outages, and network or telecommunications failures, security breaches and intrusion by unauthorized persons could result in damage, disruption, and theft of data, including investor information. The firm has implemented cybersecurity procedures meant to address these risks. Nevertheless, given firm's fundamental dependence on technology, a cyber-attack or similar technology disruption could have a material adverse impact on Clients. Additionally, there are inherent limitations in cybersecurity policies and procedures and controls including the possibility that certain risks have not been identified. firm has conducted limited due diligence and risk assessments of third-party providers. However, the firm is not able to control the cybersecurity plans, breach notifications, incident response plans and controls put in place by other services providers and/or the issuers in which the client invest. It is in the client's best interest to monitor all of his or her accounts on a regular basis and stay informed of cybersecurity best practices.

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

Registered investment advisors are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of Castle Wealth Management or the integrity of the firm. Castle Wealth Management has no information to report applicable to this Item.

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

#### The Custodians and Brokers We Use:

We utilize Schwab, TD Ameritrade Institutional, iShares (for 529 plans), Nationwide (for retirement plans), Ascensus, Equity Institutional, Millennium Trust and NuView IRA as custodians. Equity Institutional, Millennium Trust and NuView IRA are used for non-standard IRA assets. Your assets must be maintained in an account at a "qualified custodian," generally a broker-dealer or bank. We recommend that our clients use Schwab, TD Ameritrade Institutional or iShares, as the qualified Custodian. All custodians are FINRA-registered broker-dealers. We are independently owned and operated and not affiliated with any of these custodians. The custodians will hold your assets in a brokerage account and buy and sell securities when [we/you] instruct them to. While we recommend that you use one of these custodians, you will decide whether to do so and open your account with the custodian by entering into an account agreement directly with them. We do not open the account for you.

Castle is a participant of Schwab Advisor Services programs and TD Ameritrade Institutional programs. While there is no direct linkage between investment advice given and participation in these programs, economic benefits are received which would otherwise not be extended if our services were not rendered. Schwab Advisor Services (formerly called Schwab Institutional) is Schwab's business serving independent investment advisory firms like us. TD Ameritrade Institutional provides similar services to independent financial advisors. They both provide us and our clients with access to its institutional brokerage – trading, custody, reporting and related services – many of which are not typically available to retail customers. Both also make available various support services. Some of those services help us manage or administer our clients' accounts while others help us manage and grow our business.

Divine Blalock Martin and Sellari, LLC, Public Accounting Firm

Castle has received a significant number of referrals from the Public Accounting Firm “Divine Blalock Martin and Sellari, LLC” (DBMS). Our Investment Committee Member, Gary Sellari, CPA is the Tax Matters Partner of DBMS, and Mr. Sellari is a minority equity member of Castle and a majority equity member of DBMS. Mr. Sellari of DBMS joins us as a paid consultant weekly for our two-hour Account Review committee meeting, and Quarterly Investment Committee meetings. Mr. Sellari receives a referral fee for new client referrals. The DBMS website is dbmscpa.com.

Each company is owned and operated independently from the other. As a result, there is never any obligation on behalf of the client to use one or both companies at the same time. Castle can be paid for referring new clients to DBMS, which fee does not increase the accounting fees paid by the client to the accounting firm. Castle Wealth Management is aware of the special considerations promulgated under Section 206(4)-3 of the Investment Advisers Act of 1940. As such, all applicable Federal and/or State laws will be observed, and appropriate disclosures made.

Other Professional Section 206(4)-3 referral sources.

Castle’s highly customized, integrated approach to wealth management includes working closely with accounting, legal, and insurance firms. We have made arrangements with these and other professional referral sources (Solicitors) to pay them up to a 10% referral fee. This in no way increases the fees the client is charged. All applicable Federal and or State laws are observed, and appropriate disclosures are made.

Please refer to Item 14 Client Referrals and Other Compensation for further information.

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

Castle Wealth Management has adopted a Code of Ethics and Professional Responsibility for all supervised persons of the firm describing its high standard of business conduct, and fiduciary duty to its clients. The Code of Ethics and Professional Responsibility includes provisions relating to the confidentiality of client information, a prohibition on insider trading, a prohibition of rumor mongering, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All supervised persons at Castle Wealth Management must acknowledge the terms of the Code of Ethics and Professional Responsibility. The firm abides by the CFA Institute’s Asset Manager Code of Professional Conduct and employees abide by the CFP® Board’s Code of Ethics and Professional Responsibility and the CFA Institute’s Code of Ethics & Standards of Professional Conduct.

Castle Wealth Management anticipates that, in appropriate circumstances, consistent with clients’ investment objectives, it will cause accounts over which Castle has management authority to effect, and will recommend to investment advisory clients or prospective clients, the purchase or sale of securities in which Castle, its affiliates and/or clients, directly or indirectly, have a position of interest.

Subject to satisfying this policy and applicable laws, officers, directors and employees of Castle Wealth Management and its affiliates may trade for their own accounts in securities which are recommended to and/or purchased for Castle Wealth Management clients. Both Codes of Ethics are designed to assure that the personal securities transactions, activities and interests of the employees of Castle Wealth Management 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. Under the Codes, Castle or individuals associated with Castle may buy or sell securities identical to those recommended to customers for their personal accounts. 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 Castle that no person employed by Castle may purchase or sell any equity security (excluding open-ended mutual funds) for a period of 24 hours prior to a transaction(s) being implemented for an advisory account, and therefore, preventing such employees from benefitting from transactions placed on behalf of advisory accounts. It is a general firm policy that equity trades by firm employees should be prescreened by the compliance officer.

As these situations present a conflict of interest, Castle has established the following restrictions in order to ensure it meets its fiduciary responsibilities:

1. A member, manager, or employee of Castle shall not buy or sell securities for their personal portfolio(s) where their decision is substantially derived, in whole or in part, by reason of his or her employment unless the information is also available to the investing public on reasonable inquiry. No person of Castle shall prefer his or her own interest to that of the advisory client. Castle employees may take participation in block trades of large equity or bond positions, normally as an aid to the firm in reaching a round lot for these purchases.
2. Castle maintains a list of all securities holdings for itself, and anyone associated with this advisory practice with access to advisory recommendations. These holdings are reviewed and approved on a quarterly basis by the Investment Committee (IC).
3. Castle emphasizes the unrestricted right of the client to decline to implement any advice rendered, except in situations where Castle is granted discretionary authority of the client's account. Usually clients' written wishes are honored.
4. Castle requires all individuals act in accordance with all applicable Federal and State regulations governing registered investment advisory practices.
5. Any individual not in observance of the above may be subject to termination.
6. The CCO is responsible for monitoring the activities of the staff to ensure compliance with the code of ethics.

Castle Wealth Management's clients or prospective clients may request a copy of the firm's Code of Ethics and Professional Responsibility by contacting Christina Worley, CPA/PFS, CFP®, CFA - Managing Member.

## **Item 12 - Brokerage Practices**

### **The Custodian and Brokers We Use**

Except with some clients, Castle Wealth Management does not generally maintain custody of your assets, although we may be deemed to have custody of your assets if you give us the authority to withdraw assets from your account and for other reasons. (For further information, see "Item 15 - Custody" on Pg. 18). Your assets must be maintained in an account at a "qualified custodian," generally a broker-dealer or bank. We recommend our clients use Schwab or TD Ameritrade Institutional; both are registered broker-dealers, members SIPC, as the qualified custodian. We generally recommend iShares for 529 Plans. We are independently owned and operated and are not affiliated with any of these institutions. These custodians will hold your assets in a brokerage account and buy and sell securities when (we/you) instruct them to. While we recommend that you use any of these three firms as custodian/broker, you will decide whether to do so and will open your account with them by entering into an account agreement directly with them. Castle will assist in the new account opening process. We do not require clients to use a particular broker/dealer or other custodian selected by Castle Wealth Management. Even though your account is maintained at these three (3) firms, we can still use other brokers to execute trades for your account as described below (see "Your Brokerage and Custody Costs" on Pg. 14).

### **How We Select Brokers/Custodians**

While Castle does not have the express authority to choose a particular broker/dealer on behalf of the client, our firm recommends using a custodian/broker who will hold your assets and execute transactions on terms that are,



overall most advantageous when compared to other available providers and their services. We consider a wide range of factors, including, among others:

- Combination of transaction execution services and asset custody services (generally without a separate fee for custody)
- Capability to execute, clear, and settle trades (buy and sell securities for your account)
- Capability to facilitate transfers and payments to and from accounts
- Breadth of available investment products (stocks, bonds, mutual funds, exchange-traded funds (ETFs), etc.)
- Availability of investment research and tools that assist us in making investment decisions
- Quality of services
- Competitiveness of the price of those services (commission rates, margin interest rates, other fees, etc.) and willingness to negotiate the prices
- Reputation, financial strength, and stability
- Prior service to us and our other clients
- Availability of other products and services that benefit us, as discussed below (see “Products and Services Available to Us”)

#### Your Brokerage and Custody Costs

For our clients’ accounts that Schwab or TD Ameritrade Institutional maintains, they generally do not charge you separately for custody services but are compensated by charging you commissions or other fees on trades that they execute or that settle into your account. For some accounts, they may charge you a percentage of the dollar amount of assets in the account in lieu of commissions.

The commission rates and asset-based fees applicable to our client accounts were negotiated based on the condition that our clients collectively maintain custody of their assets in accounts at Schwab or TD Ameritrade Institutional. We believe this commitment benefits you because the overall commission rates and asset-based fees you pay are lower than they would be otherwise. In addition to commissions and asset-based fees, our custodians charge you a flat dollar amount as a “prime broker” or “trade away” fee for each trade that we have executed by a different broker-dealer but where the securities bought or the funds from the securities sold are deposited (settled) into your account. These fees are in addition to the commissions or other compensation you pay the executing broker-dealer. Because of this, in order to minimize your trading costs, we have your custodian execute most trades for your account. We have determined that having the custodian execute most trades is consistent with our duty to seek “best execution” of your trades. Best execution means the most favorable terms for a transaction based on all relevant factors, including those listed above (see “How We Select Brokers/Custodians”).

#### Products and Services Available to Us

Schwab and TD Ameritrade Institutional provide us and our clients with access to its institutional brokerage—trading, custody, reporting, and related services—many of which are not typically available to retail customers. Both custodians provide us some support services which help us manage or administer our clients’ accounts, while others help us manage and grow our business. The custodians support services generally are available on an unsolicited basis (we don’t have to request them) and at no charge to us as long as our clients collectively maintain a total of at least \$10 million of their assets in accounts at the custodian.

### Services That Benefit You

Our custodians' institutional brokerage services include access to a broad range of investment products, execution of securities transactions, and custody of client assets. The investment products available through them include some to which we might not otherwise have access or that would require a significantly higher minimum initial investment by our clients. Schwab's and TD Ameritrade Institutional's services described in this paragraph generally benefit you and your account.

### Services That May Not Directly Benefit You

Schwab and TD Ameritrade Institutional also make available to us other products and services that benefit us but may not directly benefit you or your account. These products and services assist us in managing and administering our clients' accounts. They include investment research, both their own and that of third parties. We may use this research to service all or a substantial number of our clients' accounts, including accounts not maintained there. In addition to investment research, the custodians also make available software and other technology that:

- Provide access to client account data (such as duplicate trade confirmations and account statements)
- Facilitate trade execution and allocate aggregated trade orders for multiple client accounts
- Provide pricing and other market data
- Facilitate payment of our fees from our clients' accounts
- Assist with back-office functions, recordkeeping, and client reporting

### Services That Generally Benefit Only Us

The custodians also offer other services intended to help us manage and further develop our business enterprise. These services include:

- Educational conferences and events
- Consulting on technology, compliance, legal and business needs
- Publications and conferences on practice management and business succession
- Access to employee benefits providers, human capital consultants, and insurance providers

Schwab and TD Ameritrade Institutional may provide some of these services themselves. In other cases, they will arrange for third-party vendors to provide the services to us. They may also discount or waive its fees for some of these services or pay all or a part of a third party's fees. They may also provide us with other benefits, such as occasional business entertainment of our personnel, or discounts on the costs of some of our application programs.

### Our Interest in our Custodians' Services

The availability of these services from Schwab and TD Ameritrade Institutional benefits us because we do not have to produce or purchase them. We don't have to pay for their services so long as our clients collectively keep a total of at least \$10 million of their assets in accounts with them. Beyond that, these services are not contingent upon us committing any specific amount of business to them in trading commissions or assets in custody. The \$10 million minimum may give us an incentive to recommend you maintain your account with Schwab or TD Ameritrade Institutional, based on our interest in receiving their services that benefit our business rather than based on your interest in receiving the best value in custody services and the most favorable execution of your transactions. This is a potential conflict of interest. We believe, however, that our selection of custodians and broker is in the best interests of our clients. Our selection is primarily supported by the scope, quality, and price of Schwab's and TD Ameritrade Institutional's services (see "*How We Select Brokers/Custodians*") and not their services that benefit only us. We have more than \$307million in client assets under management, and we do not believe that recommending

our clients to collectively maintain at least \$10 million of those assets at each Custodian order to avoid paying quarterly service fees presents a material conflict of interest.

#### Additional Compensation

Castle is aware of the special considerations promulgated under Section 206(4)-3 (Cash Payments for Client Solicitations) of the Investment Advisers Act of 1940. As such, appropriate disclosures shall be made, and all applicable Federal and State laws will be observed. Please refer to Item 14 Client Referrals and Other Compensation for further information.

In addition, Schwab makes available to Castle many products and services that may not directly benefit clients' accounts. This includes software and technology enhancements, as well as facilitation in the servicing of affiliated accounts.

While Castle endeavors to always act in the best interest of the client, the firm's participation in Schwab programs is not solely based on cost or quality of custody which may inadvertently create a potential source of conflict.

#### Directed Brokerage

Due to the benefits received through participation in the Schwab programs, it is favorable for the client to execute transactions through their Castle team. Participation in Schwab programs affords clients the opportunity to receive benefits which would not otherwise be received if Castle did not offer investment advice.

Mutual funds which generally require significantly higher minimum initial investments or are generally available only to institutional investors are made available to the client. In addition, clients may pay higher brokerage commissions since orders are not able to be aggregated to reduce transaction costs. Finally, although benefits received through participation in the Schwab programs may depend upon the amount of transactions directed to, or amount of assets custodied by Schwab, the client still receives advantageous trading execution tools it normally would not have access to if acting independently of Castle.

While the purchase and/or sale of securities for client accounts is not aggregated, there may be times Castle deems it necessary to enter "block trades." When placing orders of more than 100,000 shares per equity, it is in the best interest of Castle to sell and/or buy equities in large quantities at a set rate. This promotes stable pricing of assets being traded in large quantities in order to continue providing sound management of all portfolios.

Each client account is still managed separately in order to maintain the overall financial objective of each individual IPS. Castle always acts in the best interest of the client; aggregating client orders may pose adverse effects in daily management of client accounts.

#### Best Execution

When given discretion to select the brokerage firm that will execute orders in client accounts, Castle shall seek "best execution" for client trades, which is a combination of several factors, including, without limitation, quality of execution, services provided and commission rates. Therefore, execution could occur with brokers who do not charge the lowest available commission in the recognition of research and securities transaction services, or quality of execution. Research services received with transactions could include proprietary or third-party research (or any combination) and could be used in servicing any or all of Castle's clients. Therefore, research services received may not be used for the account for which the particular transaction was affected.

Clients may direct us to place trades with brokers other than the recommended brokers used by us through a "trade-away" arrangement or other arrangement that will be agreed upon by us and you through our agreement or the

brokerage documentation. In the event we transact trades at your direction to an outside broker, we may not be able to seek best execution on your behalf, since we may not be able to aggregate orders, or negotiate commission rates.

### **Item 13 - Review of Accounts**

While the underlying securities within Castle's Portfolio Management client accounts are monitored, these accounts will be formally reviewed by Account Review Committee. Account Review committee consists of at least Christina Worley, the Financial Planner for the account, and the trader on the account. 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. Client portfolios and asset allocations are reviewed by the account review committee, at least annually for the smallest accounts, to quarterly for our largest accounts.

The purpose of the Investment Committee is to review and approve or change the ranking of the funds approved for the quarter in the Recommended Funds list.

Clients are currently reviewed during Account Review based on the following schedule:

<b>Annualized Fees</b>	<b>Reviewed at least</b>
\$30,000 and up	6 times annually (Titanium)
\$22,500-\$30,000	4 times annually (Platinum)
\$15,000 -\$22,500	3 times annually (Gold)
\$7,500 -\$15,000	2 times annually (Silver)
<less than \$7,500	1 time annually (Bronze)

#### **Regular Reports Provided to Clients**

##### **† Portfolio Management**

In addition to the monthly statements and confirmations of transactions Portfolio Management clients receive from their broker-dealer, Castle will provide quarterly reports to clients consisting of internal rates of return (time-weighted from inception, year to date, and previous quarter), positions, balances, additions/withdrawals, realized and unrealized gains and losses, cost-basis information, and interest/dividend information.

##### **† Money Manager Search and Monitoring**

These client accounts will receive reports by Castle, as contracted for upon inception of the client relationship.

##### **† Consulting Service**

Consulting clients receive reports as agreed upon at the inception of the advisory relationship.

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

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 whose clients maintain their accounts at Schwab. These products and services, how they benefit us, and the related conflicts of interest are described above (see 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.

Castle Wealth Management works closely with accounting, legal and insurance professionals in a fully integrated management approach to all portfolios. As such, in the event a professional fully trained in Section 206(4)-3 refers a client to Castle, 5-10% of the fee Castle receives is paid to the professional. Castle Wealth Management is aware of the promulgations set forth under Section 206(4)-3 of the Investment Advisers Act of 1940. All applicable Federal and/or State laws will be closely observed, and appropriate disclosures made.

If the client is introduced to Castle by a solicitor, the solicitor, at the time of the solicitation, shall provide each prospective client with a copy of Castle's Form ADV Brochure and a written disclosure statement disclosing the terms of the solicitation arrangement between Castle and the solicitor, including the compensation to be received by the solicitor from Castle.

At least annually, the firm will review all the third-party referral arrangements.

## **Item 15 - Custody**

Under government regulations, we are deemed to have custody of your assets if, for example, you authorize us to instruct Schwab or TD Ameritrade Institutional to deduct our advisory fees directly from your account (or if you grant us authority to move your money to another person's account). We use various qualified custodians, Schwab, TD Ameritrade Institutional, iShares 529 Plans, Nationwide, Ascensus, Millennium Trust, NuView IRA and Equity Institutional to maintain actual custody of client assets. Client funds and/or securities are held by "qualified custodians" as defined in the amended Rule 206(4)-2 of the Investment Advisers Act of 1940. As such, Castle does not provide clients with an audited balance sheet as a supplement to this disclosure brochure.

For client accounts that our employees or associated persons are trustees of, we do have custody. We are required to have an annual surprise audit by an unaffiliated CPA of these accounts. Our 2019 surprise audit results are on file with the SEC. The accounts we, or our related parties are trustee of, are charged no additional trustee fees, but they do share pro-rata in the cost of the Custody audit, required for SEC compliance. Last year this fee was less than \$375 per trust account that our employees or related parties were trustee for.

Clients will receive account statements directly from their custodian at least quarterly. They will be sent to the email or postal mailing address provided to the custodian. Clients should carefully review those statements promptly when they receive them. We also urge clients to compare their custodians account statements to the periodic portfolio reports they receive from us. There may be slight variations in the reports due to accounting procedures, reporting dates or valuation methodologies of certain securities. Clients should contact us directly if they do not receive a statement from the custodian or if they have any questions regarding the statement.

Castle will take steps to ensure advisory clients received account reports and/or statements directly from the qualified custodians holding client funds and/or securities.

We only have custody requiring an annual surprise audit as mentioned above. Other ways we could obtain Custody requiring an Annual Surprise exam may include, but are not limited to the following:

Bill Paying Services  
Check Writing Authority  
Online Login Access to Clients Bank/Financial Accounts  
General Partner of a Pooled Investment Vehicle

We may have custody not requiring an annual surprise audit if we have Standing Letters of Authorization only allowing Castle to change the amount and frequency of any money movements from the clients account to a third party without the authorization of the client. In the event we do have this type of custody we will ensure we are meeting the seven criteria outlined by the SEC.

### **Item 16 – Investment Discretion**

Castle Wealth Management usually receives discretionary authority from the client at the outset of an advisory relationship to select the identity and amount of securities to be bought or sold. In all cases, however, such discretion is to be exercised in a manner consistent with the stated investment objectives for the particular client account.

Investment guidelines and restrictions must be provided to Castle Wealth Management in writing.

For non-discretionary accounts, the client also generally executes a Limited Power of Attorney, which allows Castle to carry out trade recommendations and approved actions in the portfolio. However, in accordance with the agreement between Castle and the client, Castle does not implement trading recommendations or other actions in the account unless and until the client has approved the recommendation or action. As with discretionary accounts, clients can limit the terms of the Limited Power of Attorney, subject to Castle's agreement with the client and the requirements of the client's custodian

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

As a matter of policy as of 2020 Castle shall not vote proxies for clients. Clients will instruct the custodian, via the custodial documentation to have all proxy material delivered to them. Castle shall assist with this documentation. As a courtesy to the clients and if requested by the client, Castle will assist regarding the proxy.

In the event Castle Wealth Management does vote proxies for clients it shall have the fiduciary responsibility for (a) voting in a manner that is in the best interests of each of the clients, and (b) properly dealing with potential conflicts of interest arising from proxy proposals being voted upon.

The policies and procedures of Castle Wealth Management ("the Advisor") for voting proxies received for accounts managed by the Advisor are set forth below and are applicable if:

- The underlying advisory agreement entered into with the client expressly provides that the Advisor shall be responsible to vote proxies received in connection with the client's account; or
- The underlying advisory agreement entered into with the client is silent as to whether or not the Advisor shall be responsible to vote proxies received in connection with the client's account and the Advisor has discretionary authority over investment decisions for the client's account (except in the case of Separate Account Managers); or
- In case of an employee benefit plan, the client (or any plan trustee or other fiduciary) has not reserved the power to vote proxies in either the underlying advisory agreement entered into with the client or in the client's plan documents.

These Proxy Voting Policies and Procedures are designed to ensure that proxies are voted in an appropriate manner and should complement the Advisor's investment policies and procedures regarding its general responsibility to monitor the performance and/or corporate events of companies which are issuers of securities held in managed accounts. Any questions about these policies and procedures should be directed to Christina Worley, CPA/PFS, CFP®, CFA.

Consistent with SEC Rule 206(4)-6, as amended, the Adviser shall take reasonable measures to inform its clients of (1) its proxy voting policies and procedures, and (2) the process or procedures clients must follow to obtain information regarding how the Adviser voted with respect to assets held in their accounts. This information may be provided to clients through the Adviser's Form ADV (Part 2A or Schedule H) disclosure or by separate notice to the client (or in the case of an employee benefit plan, the plan's trustee or other fiduciaries)

Christina Worley, CPA/PFS, CFP®, CFA (the "Responsible Party"), shall be designated by the Advisor to make discretionary investment decisions on behalf of the client and will be responsible for approving the voted proxies related to that client's account. The Responsible Party shall assume power to vote all proxies related to a client's account if any one of the three circumstances set forth earlier regarding proxy voting powers is applicable. The Responsible Party may utilize an outside Proxy voting service to assist and support this service. Currently we utilize Broadridge Proxy voting service to assist us in this work.

Prior to approving a vote, the Responsible Party will verify whether voting power is subject to any limitations or guidelines issued by the client (or in the case of an employee benefit plan, the plan's trustee or other fiduciaries).

If an actual or potential conflict is found to exist, written notification of the conflict (the "Conflict Notice") shall be given to the client or the client's designee (or in the case of an employee benefit plan, the plan's trustee or other fiduciary) in sufficient detail and with sufficient time to reasonably inform the client (or in the case of an employee benefit plan, the plan's trustee or other fiduciary) of the actual or potential conflict involved.

The Conflict Notice will either request the client's consent to the Advisor's vote recommendation or may request the client to vote the proxy directly or through another designee of the client. The Conflict Notice and Consent thereto may be sent or received, as the case may be, by mail, fax, electronic transmission or any other reliable form of communication that may be recalled, retrieved, produced, or printed in accordance with the recordkeeping policies and procedures of the Advisor. If the client (or in the case of an employee benefit plan, the plan's trustee or other fiduciary) is unreachable or has not affirmatively responded before the response deadline for the matter being voted upon, the Advisor may:

- Engage a Non-Interested Party to independently review the Advisor's vote recommendation if the vote recommendation would fall in favor of the Advisor's interest (or any affiliate of the Advisor) to confirm that the Advisor's vote recommendation is in the best interest of each client under the circumstances;
- Cast its vote as recommended if the vote recommendation would fall against the Advisor's interest (or that of any affiliate of the Advisor) and such vote recommendation is in the best interest of the client under the circumstances; or
- Abstain from voting if such action is determined by the Advisor to be in the best interest of the client under the circumstances

The Responsible Party will promptly vote proxies received in a manner consistent with the Proxy Voting Policies and Procedures stated above and guidelines (if any) issued by client (or in the case of an employee benefit plan, the plan's trustee or other fiduciaries if such guidelines are consistent with ERISA).

The Advisor shall keep certain records required by applicable law in connection with its proxy voting activities for clients and shall provide proxy-voting information to clients upon their written or oral request.

Clients may obtain a copy of Castle Wealth Management's complete proxy voting policies and procedures upon request. Clients may also obtain information from Castle Wealth Management about how Castle voted any proxies on behalf of their account(s).

Castle shall conduct documented due diligence to ensure that any voting practices, including those of any third-party providers are meeting the objectives of each individual client.

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

Registered investment advisors are required in this Item to provide you with certain financial information or disclosures about Castle Wealth Management's financial condition. Castle has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the subject of a bankruptcy proceeding. Since Castle does not collect fees in advance of 6 months or \$1,200, audited financial statements are not required at this time.



**FORM ADV PART 2 B**

BROCHURE SUPPLEMENT

MARCH 27, 2020

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ELIZABTH ROSENTHAL

DALTON PRESTON

MELISSA ANN MASTERSON-KELLENBERGER, CFA®

SCOTT WORLEY

This brochure supplement provides information about the supervised persons of Castle Wealth Management that supplements our Form ADV Part 2 A brochure. You should have received a copy of that brochure. Please contact Christina Worley Managing Member/Chief Compliance Officer at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com) if you did not receive our brochure or if you have any questions about the contents of this supplement.

Additional information about the supervisory persons listed below is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

***Christina Worley, CPA/PFS, CFP®, CFA, Managing Member/Chief Compliance Officer***

**Item 2 – Educational Background and Business Experience**

Christina Worley CPA/PFS, CFP®, CFA, Managing Member / Chief Compliance Officer was born in 1962.

She earned a Bachelor of Economics from Wharton School of the University of Pennsylvania in 1982.

Christina was awarded the following designations:

Chartered Financial Analyst (CFA®) FL	2015
Certified Public Accountant (CPA) NY	1986
Certified Public Account (CPA) FL	1997
Personal Financial Specialist (PFS) FL	1998
Certified Financial Planner (CFP®) FL	2002

\*Please see the designation descriptions below.

Prior to establishing Castle Wealth Management in 1997, Christina held the following positions:

Worley & Worley – Co-Owner	1993-1997
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**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Christina has no information applicable to this Item.

**Item 4 - Other Business Activities**

Christina does not have any other outside Business Activities to report.

**Item 5- Additional Compensation**

Christina is only compensated for her role with Castle Wealth Management and does not receive any other compensation.

**Item 6 - Supervision**

Christina is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

***Mary Ann Johnson, Senior Investment Consultant***

**Item 2 – Educational Background and Business Experience**

Mary Ann Johnson, Senior Investment Consultant was born in 1945.

She earned a Bachelor of Economics from the University of Redlands in 1967.

Mary Ann's firm Johnson Custom Strategies Inc.'s consulting business was combined with Castle Wealth Management in January 2018. Prior to that, Mary Ann held the following positions:

Johnson Custom Strategies – Founder

1992-2018

**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Mary Ann has no information applicable to this Item.

**Item 4 - Other Business Activities**

Ms. Johnson owns and is President of MA Johnson Strategies, Inc. a non-registered investment related business consulting firm specializing in client services, manager research and performance reporting. Address: 2860 So. Ocean Blvd. #106, Palm Beach, FL 33480. Ms. Johnson spends approximately 100 hours/month. Through MA Johnson Strategies, Ms. Johnson provides consulting services to Castle Wealth Management.

**Item 5- Additional Compensation**

Ms. Johnson is compensated for providing investment advisory services as well as referring clients to Castle Wealth.

**Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and oversees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

***Melissa Gannon, CDFA®, CFP®, Financial Planner***

**Item 2 – Educational Background and Business Experience**

Melissa Gannon CDFA®, CFP®, Financial Planner was born in 1966.

She earned a Bachelor of Science in Business Administration from the University of Dayton in 1988 and a Master of Business Administration (Concentration Finance) at Florida Atlantic University in 1998.

Melissa was awarded the following designations:

Certified Divorce Financial Analyst (CDFA®) FL	2016
Certified Financial Planner (CFP®) FL	2019

\*Please see the descriptions below for the above designations

Prior to joining Castle Wealth Management in 2016, Melissa held the following positions:

Best Life Financial Planning – Owner/Financial Planner	09/2014-09/2016
ACAMAR Global Investments – Managing Director	01/2013-08/2014
Independent Contractor (SNL Financial)	09/2013-02/2014
Weiss Ratings LLC - Vice President	05/2010-01/2013
The Street.com - Vice President	08/2006-05/2010
Weiss Ratings LLC - Vice President	07/1991-08/2006

**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Melissa has no information applicable to this Item.

**Item 4 - Other Business Activities**

Melissa does not have any other outside Business Activities to report.

**Item 5- Additional Compensation**

Melissa is only compensated for her role with Castle Wealth Management and does not receive any other compensation.

**Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

***Stephan Zehner, CFP®, Financial Planner***

**Item 2 – Educational Background and Business Experience**

Stephan Zehner CFP®, Financial Planner was born in 1993.

He earned a Bachelor of Science in Business Administration from the University of Central Florida in 2015.

Stephan was awarded the following designations:

Certified Financial Planner (CFP®) FL	2019
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\*Please see the descriptions below for the above designations

Prior to joining Castle Wealth Management in 2016, Stephan held the following positions:

Northwestern Mutual – Internship	08/2015-12/2015
Full-Time Student	08/2006-12/2015
Bartolf Wealth Management- Part-Time Associate	05/2015-08/2015
Townepark-Part-Time Guest Service Associate	11/2013-05/2014
The Loxahatchee Club- Part-Time Golf Services Assistant	08/2009-05/2011

**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Stephan has no information applicable to this Item.

**Item 4 - Other Business Activities**

Stephan does not have any other outside Business Activities to report.

**Item 5- Additional Compensation**

Stephan is only compensated for his role with Castle Wealth Management and does not receive any other compensation.

**Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

## ***Dalton Preston, Trader***

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

Dalton Preston, Trader/Investment Assistant was born in 1993.

He earned a Bachelor of Finance from the University of Missouri in 2015.

Dalton earned the Series 65 in 2019.

\*Please see the designation descriptions below.

Prior to joining Castle Wealth Management in 2018, Dalton held the following positions:

RTS Financial – Team Coordinator	01/2016-05/2018
Full-Time Student	08/2011-12/2015
Smith Moore - Intern	05/2015-08/2015
Landmark Bank - Item Processor	08/2014-05/2015

### **Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of each supervised person providing investment advice. Dalton Preston has no disciplinary events to report.

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

Dalton does not have any other outside Business Activities to report.

### **Item 5- Additional Compensation**

Dalton is only compensated for his role with Castle Wealth Management and does not receive any other compensation.

### **Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

***Elizabeth (Liz) Rosenthal, Senior Advisor***

**Item 2 – Educational Background and Business Experience**

Elizabeth Rosenthal, Senior Advisor was born in 1966.

She attended Penn State University studying fine arts from 1984 to 1987 but did not graduate.

Elizabeth earned the Series 65 in 2015.

Prior to joining Castle Wealth Management in 2018, Elizabeth held the following positions:

Ashley John Gallery – Gallery Manager	02/2018-10/2018
Nordstrom - Sales Clerk	09/2017-01/2018
HSBC - Cluster Manager	05/2017-09/2017
SunTrust Advisory Services - Advisor	09/2016-04/2017
SunTrust Investment Services Inc. - Financial Consultant	04/2016-04/2017
SunTrust Investment Services Inc. - Client Advisor Associate	06/2014-04/2016
SunTrust Bank - Client Advisor Associate	08/2012-04/2016
Citigroup Global Markets Inc. - Financial Center Manager	05/2007-08/2012
CitiBank - Branch Manager	02/2007-08/2012

**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Elizabeth has no information applicable to this Item.

**Item 4 - Other Business Activities**

Elizabeth does not have any other outside Business Activities to report.

**Item 5- Additional Compensation**

Elizabeth is only compensated for her role with Castle Wealth Management and does not receive any other compensation.

**Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

***Melissa Masterson-Kellenberger, CFA®, Portfolio Manager***

**Item 2 – Educational Background and Business Experience**

Melissa Ann Masterson-Kellenberger was born in 1977.

Melissa earned a Bachelor of Arts, Special Education from the University of North Florida in 1999.

Melissa was awarded the following designations:

Chartered Financial Analyst (CFA®) NC	2017
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\*Please see the descriptions below for the above designations

Prior to joining Castle Wealth Management in 2020, Melissa held the following positions:

Bank of America – Lead Business Analyst	01/2019-08/2019
Brighthouse Financial – Consultant	03/2017-06/2018
Bank of America – Project Manager	01/2017-03/2017
Deutsche Bank – Client Advisor & Relationship Manager	05/2015-12/2015

**Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Melissa has no information applicable to this Item.

**Item 4 - Other Business Activities**

Melissa does not have any other outside Business Activities to report.

**Item 5- Additional Compensation**

Melissa is only compensated for her role with Castle Wealth Management and does not receive any other compensation.

**Item 6 - Supervision**

Christina Worley is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and over sees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).



## ***Scott D. Worley – Chief Financial Officer***

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

Scott D. Worley, Chief Financial Officer was born in 1960.

He earned a Bachelor of Science in Accounting from Lehigh University in 1982.

Scott has the following designations:

Series 65 License	2016
Florida General Contractors License	2002
Florida Real Estate Brokerage License	2009

\*Please see the designation descriptions below.

In addition to his position at Castle Wealth Management, Scott holds the following positions:

ECO Water Technologies Corp – Chief Executive Officer – Chief Financial Officer	10/2017-Present
Northstar Building Management, LLC – Managing Member	06/1999-Present
Northstar Homes Realty - Broker	06/1999-Present

### **Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to evaluation of each supervised person providing investment advice. Scott has no information applicable to this Item.

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

Mr. Worley is the managing member working as a licensed general contractor with Northstar Building Management, LLC at 364 S Country Club Dr, Atlantis, FL 33462, which is construction/real estate development consulting related and is a non-investment activity. Mr. Worley works less than 2 hours per month during trading hours. Mr. Worley is also President/Licensed real estate broker at Northstar Homes Realty, Inc. at 364 S. Country Club Drive, Atlantis, FL 33462, performing limited real estate brokerage transactions and is a non-investment activity. Mr. Worley works less than two hours a month during trading hours. Mr. Worley is CEO of ECO Water Technologies, Delray Beach, FL; since 10/2017. Non-investment related; the company is involved in the research and development of municipal wastewater processing equipment; Mr. Worley works less than 10 hours a month during trading hours.

### **Item 5- Additional Compensation**

Scott is compensated for his role with Castle Wealth Management as well as the other business activities listed above. Scott does not receive commission sales awards, or other prizes for the recommendation of any securities assets to clients.

### **Item 6 – Supervision**

Christina is the Managing Member and Chief Compliance Officer. Christina manages the compliance program and oversees all the firm's activities along with the Executive Team. The Investment Committee oversees all the client

management and investments within the firm. Christina can be contacted at (561) 686-9604 or by email at [cworley@castlewm.com](mailto:cworley@castlewm.com).

## **Definitions of Accreditations:**

### **Chartered Financial Analyst - CFA**

The CFA accreditation is a professional designation administered through the CFA Institute to investment professionals. This designation is geared toward asset valuation and portfolio management, but the range of topics covered in the self-study curriculum also includes ethical and professional standards, financial theory, probability and statistics, microeconomics and macroeconomics, accounting and financial statement analysis, corporate finance, debt valuation, derivative analysis, and alternative investments. The CFA candidate must pass three exams, most commonly by taking one per year for three years. In addition to setting the CFA curriculum and administering the CFA exam, the CFA Institute also publishes voluntary performance reporting standards for the investment industry. The CFA Institute standards have practical importance because many institutional investors, such as corporate pension funds, require their asset managers to report performance in compliance with the standards. Until 2004, the CFA Institute was known as the Association for Investment Management and Research, or AIMR.

### **Certified Financial Planner - CFP®**

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 71,000 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 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 a minimum of a 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 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).

#### **Personal Financial Specialist - PFS**

The PFS credential demonstrates 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.

#### **Certified Divorce Financial Analyst - CDFA®**

CDFAs are licensed by the Institute for Divorce Financial Analysts. Founded in 1993, the Institute is the premier national organization dedicated to the certification, education and promotion of the use of financial professionals in the divorce arena. CDFAs must have a minimum of three years of professional experience in finance or divorce, take a four-part self-study course and must pass four examinations. Once a financial professional has obtained the CDFA designation, he or she must obtain 15 divorce-related hours of continuing education every two years.

#### **The Series 65 License**

The NASAA Investment Advisers Law Examination — is a North American Securities Administrators Association (NASAA) exam administered by FINRA. The exam consists of 130 scored questions. Candidates have 180 minutes to complete the exam. In order for a candidate to pass the Series 65 exam, he/she must correctly answer at least 94 of the 130 scored questions. For additional information about this exam, including the content outline, please visit the exams page on the NASAA website.

#### **Florida General Contractors License**

General contractors are hired by developers or property owners to organize construction work on various types of structures and projects, including residential homes, roads, office buildings, retail stores, government buildings, treatment plants and bridges. They hire and oversee subcontractors, buy materials, review architectural plans and ensure deadlines are met. Every state has the same basic requirements for individuals who want to earn a contractor's license but all require individuals to pass an exam. Some states may also require that contractors provide proof of liability insurance, a federal Tax Identification Number and proof of a business address by showing a utility bill or a lease. Practical experience in construction is very important in becoming a licensed contractor. This could be obtained by working in the various crafts as an electrician, carpenter, or plumber. Supervisory experience in construction also helps.

**Florida Real Estate Brokerage License**

Real estate brokers must have completed 24 months as an active real estate sales associate for five years before becoming a licensed broker. Other requirements include:

- Complete 72-hour FREC-approved pre-licensing course for brokers
- Take and pass the Florida Real Estate Broker Examination with a grade of 75 or higher
- Complete a 60-hour FREC-approved post-licensing course for brokers before initial broker license expires