



Retirement Planning Specialists, Inc.

Form ADV Part 2A – Disclosure Brochure

Effective: February 25, 2017

This Form ADV 2A (“Disclosure Brochure”) provides information about the qualifications and business practices of Retirement Planning Specialists, Inc. (“RPS” or the “Advisor”). If you have any questions about the contents of this Disclosure Brochure, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com.

RPS is a registered investment advisor with the U.S. Securities and Exchange Commission (“SEC”). The information in this Disclosure Brochure has not been approved or verified by the SEC or by any state securities authority. Registration of an investment advisor does not imply any certain level of skill or training. This Disclosure Brochure provides information about RPS to assist you in determining whether to retain the Advisor.

Additional information about RPS and its Advisory Persons are available on the SEC’s website at www.adviserinfo.sec.gov by searching with our firm name or our CRD# 157811.

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1000 Easton Road
Willow Grove, PA 19090
Phone: (215) 657-8600 * Fax: (215) 657-9030
www.retire-yes.com

Item 2 - Material Changes

The Form ADV 2 is divided into two parts: *Part 2A* and *Part 2B*. *Part 2A* (the "Disclosure Brochure") provides information about a variety of topics relating to an Advisor's business practices and conflicts of interest. *Part 2B* (the "Brochure Supplement") provides information about Advisory Personnel of RPS.

RPS believes that communication and transparency are the foundation of its relationship with Clients and continually strives to provide its Clients with complete and accurate information at all times. RPS encourages all current and prospective Clients to read this Disclosure Brochure and discuss any questions you may have with us. And of course, we always welcome your feedback.

Material Changes

There have been no material changes to our Disclosure Brochure since the last time we delivered the brochure to Clients.

Future Changes

From time to time, we may amend this Disclosure Brochure to reflect changes in our business practices, changes in regulations and routine annual updates as required by securities regulators. This complete Disclosure Brochure or a Summary of Material Changes shall be provided to each Client annually and if a material change occurs in the business practices of RPS.

At any time, you may view the current Disclosure Brochure on-line at the SEC's Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with our firm name or our CRD# 157811. You may also request a copy of this Disclosure Brochure at any time, by contacting us at (215) 657-8600 or by email at jsarappo@retire-yes.com.

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Item 4 - Advisory Services

A. Firm Information

Retirement Planning Specialists, Inc. ("RPS" or the "Advisor") is a registered investment advisor with the U.S. Securities and Exchange Commission ("SEC"), which is organized as a corporation under the laws of the Commonwealth of Pennsylvania. RPS was founded in August of 1998 and is owned and operated by Joseph P. Sarappo (President and Chief Compliance Officer). The firm became a registered investment advisor in July 2011. This Disclosure Brochure provides information regarding the qualifications, business practices, and the advisory services provided by RPS.

B. Advisory Services Offered

RPS offers investment advisory services to individuals, high net worth individuals and charitable organizations in Pennsylvania, Florida, New Jersey and other states (each referred to as a "Client").

Investment Management Services

RPS provides customized investment advisory solutions for its Clients. This is achieved through continuous personal Client contact and interaction while providing discretionary investment management. RPS works with each Client to identify their investment goals and objectives as well as risk tolerance and financial situation in order to create a portfolio strategy. RPS will then construct a portfolio, mutual funds and/or exchange-traded funds ("ETFs") to achieve the Client's investment goals. The Advisor may also utilize individual stocks and bonds to meet the needs of its Clients.

RPS' investment strategy is primarily long-term focused, but the Advisor may buy, sell or re-allocate positions that have been held less than one year to meet the objectives of the Client or due to market conditions. RPS will construct, implement and monitor the portfolio to ensure it meets the goals, objectives, circumstances, and risk tolerance agreed to by the Client. Each Client will have the opportunity to place reasonable restrictions on the types of investments to be held in their respective portfolio, subject to acceptance by the Advisor.

RPS evaluates and selects ETFs and mutual funds for inclusion in Client portfolios only after applying their internal due diligence process. RPS may recommend selling positions for reasons that include, but are not limited to, harvesting capital gains or losses, business or sector risk exposure, change in risk tolerance of Client, generating cash to meet Client needs, or any risk deemed unacceptable for the Client's risk tolerance.

RPS will provide investment advisory services and related services. At no time will RPS accept or maintain custody of a Client's funds or securities, except for the authorized deductions of the Advisor's fees. All Client assets will be managed within their designated account[s] at the Custodian, pursuant to the Client investment advisory agreement. Please see Item 12.

C. Client Account Management

Prior to engaging RPS to provide investment advisory services, each Client is required to enter into an investment advisory agreement with the Advisor that defines the terms, conditions, authority and responsibilities of the Advisor and the Client. These services may include:

- Establishing an Investment Strategy – RPS, in connection with the Client, will assist in developing investment goals and objectives and the strategies to achieve those goals.
- Asset Allocation – RPS will develop a strategic asset allocation that is targeted to meet the investment objectives, time horizon, financial situation and tolerance for risk for each Client.
- Portfolio Construction – RPS will develop a portfolio for the Client that is intended to meet the stated goals and objectives of the Client.

- Investment Management and Supervision – RPS will provide investment management and ongoing oversight of the Client’s investment portfolio.

D. Wrap Fee Programs

RPS does not manage or place Client assets into a wrap fee program. Investment management services are provided directly by RPS.

E. Assets Under Management

As of December 31, 2016, RPS manages \$151,949,650 in assets, all of which are on a discretionary basis. Clients may request more current information at any time by contacting the Advisor.

Item 5 - Fees and Compensation

The following paragraphs detail the fee structure and compensation methodology for services provided by the Advisor. Each Client shall sign an investment advisory agreement that details the responsibilities of RPS and the Client.

A. Fees for Advisory Services

Investment advisory fees are paid monthly, in advance of each month, pursuant to the terms of the investment advisory agreement. Investment advisory fees are based on the market value of assets under management at the end of the prior month. Investment advisory fees range from 1.50% to 0.65% based on the following schedule:

Assets Under Management	Annual Rate
Up to \$500,000	1.50%
\$500,000 to \$999,999	1.20%
\$1,000,000 to \$2,499,999	1.00%
\$2,500,000 to \$4,999,999	0.80%
\$5,000,000 to \$9,999,999	0.65%
\$10,000,000 and over	Negotiable

The investment advisory fee in the first month of service is prorated from the inception date of the account[s] to the end of the first month. Fees may be negotiable at the sole discretion of the Advisor. The Client’s fees will take into consideration the aggregate assets under management with Advisor. All securities held in accounts managed by RPS will be independently valued by the Custodian. RPS will not have the authority or responsibility to value portfolio securities.

B. Fee Billing

Investment advisory fees are calculated by the Advisor and deducted from the Client’s account[s] at the Custodian. The Advisor shall send an invoice to the Custodian indicating the amount of the fees to be deducted from the Client’s account[s] at the respective month-end date. The amount due is calculated by applying the monthly rate (annual rate divided by 12) to the total assets under management with RPS at the end of the prior month. Clients will be provided with a statement, at least quarterly, from the Custodian reflecting deduction of the investment advisory fee. It is the responsibility of the Client to verify the accuracy of these fees as listed on the Custodian’s brokerage statement as the Custodian does not assume this responsibility. Clients provide written authorization permitting RPS to be paid directly from their account[s] held by the Custodian as part of the investment advisory agreement and separate account forms provided by the Custodian.

C. Other Fees and Expenses

Clients may incur certain fees or charges imposed by third parties, other than RPS, in connection with investments made on behalf of the Client’s account[s]. The Client is responsible for all custody and securities execution fees

charged by the Custodian. The investment advisory fee charged by RPS is separate and distinct from the custody and execution fees.

In addition, all fees paid to RPS for investment advisory services are separate and distinct from the expenses charged by mutual funds and exchange-traded funds to their shareholders, if applicable. These fees and expenses are described in each fund's prospectus. These fees and expenses will generally be used to pay management fees for the funds, other fund expenses, account administration (e.g., custody, brokerage and account reporting), and a possible distribution fee. A Client could invest in these products directly, without the services of RPS, but would not receive the services provided by RPS which are designed, among other things, to assist the Client in determining which products or services are most appropriate to each Client's financial situation and objectives. Accordingly, the Client should review both the fees charged by the fund[s] and the fees charged by RPS to fully understand the total fees to be paid. Please refer to item 12 for additional information on brokerage practices.

D. Advance Payment of Fees and Termination

RPS is compensated for its services in advance of the month in which investment advisory services are rendered. Either party may terminate the investment advisory agreement, at any time, by providing advance written notice to the other party. The Client may also terminate the agreement within five (5) business days of signing the agreement at no cost to the Client. After the five-day period, the Client will incur charges for bona fide advisory services rendered to the point of termination and such fees will be due and payable by the Client. Upon termination, the Advisor will refund any unearned, prepaid investment advisory fees from the effective date of termination to the end of the month. The Client's investment advisory agreement with the Advisor is non-transferable without Client's prior consent.

E. Compensation for Sales of Securities

RPS does not buy or sell securities to earn commissions and does not receive any compensation for securities transactions in any Client account, other than the investment advisory fees noted above. However, certain advisory persons may earn additional compensation as described below.

Broker-Dealer Affiliation

Certain Advisory Persons of RPS are also registered representatives of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein "CAMAS"). CAMAS is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. In one's separate capacity as registered representative, an Advisory Person will typically receive commissions for the implementation of recommendations for commissionable transactions. Clients are not obligated to implement any recommendation provided by an Advisory Person. Neither the Advisor nor its Advisory Persons will earn ongoing investment advisory fees in connection with any services implemented in an Advisory Person's separate capacity as a registered representative where commissions are earned. Clients are not obligated to implement any recommendations made by the Advisory Persons or the Advisor. Please see Item 10.

Insurance Agency Affiliations

Certain Advisory Persons may also be licensed as independent insurance professionals. Implementations of insurance recommendations are separate and apart from one's role with RPS. Insurance commissions earned by these persons are separate and in addition to our advisory fees. This practice presents a conflict of interest because these Advisory Persons may have an incentive to recommend insurance products to the Client for the purpose of generating commissions rather than solely based on the Client's needs. However, the Client is under no obligation, contractually or otherwise, to purchase insurance products through any Supervised Person affiliated with the Advisor. Please see Item 10.

Item 6 - Performance-Based Fees

RPS does not charge performance-based fees for its investment advisory services. The fees charged by RPS are as described in "Item 5 - Fees and Compensation" above and are not based upon the capital appreciation of the funds or securities held by any Client.

RPS does not manage any proprietary investment funds or limited partnerships (for example, a mutual fund or a hedge fund) and has no financial incentive to recommend any particular investment options to its Clients.

Item 7 - Types of Clients

RPS provides investment advisory services to individuals, high net worth individuals and charitable organizations. The relative percentage of each type of Client is available on RPS's Form ADV Part 1. These percentages will change over time. RPS generally does not impose a minimum size for establishing a relationship.

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

A. Methods of Analysis

RPS employs fundamental analysis in developing investment strategies for its Clients. Research and analysis from RPS is derived from numerous sources, including financial media companies, third-party research materials, Internet sources, and reviews of company activities, including annual reports, prospectuses, press releases and research prepared by others.

Fundamental analysis utilizes economic and business indicators as investment selection criteria. These criteria are generally ratios and trends that may indicate the overall strength and financial viability of the entity being analyzed. Assets are deemed suitable if they meet certain criteria to indicate that they are a strong investment with a value discounted by the market. While this type of analysis helps the Advisor in evaluating a potential investment, it does not guarantee that the investment will increase in value. Assets meeting the investment criteria utilized in the fundamental analysis may lose value and may have negative investment performance. The Advisor monitors these economic indicators to determine if adjustments to strategic allocations are appropriate. More details on the Advisor's review process are included below in "Item 13 - Review of Accounts".

As noted above, RPS generally employs a long-term investment strategy for its Clients, as consistent with their financial goals. RPS will typically hold all or a portion of a security for more than a year, but may hold for shorter periods for the purpose of rebalancing a portfolio or meeting the cash needs of Clients. At times, RPS may also buy and sell positions that are more short-term in nature, depending on the goals of the Client and/or the fundamentals of the security, sector or asset class.

B. Risk of Loss

Investing in securities involves certain investment risks. Securities may fluctuate in value or lose value. Clients should be prepared to bear the potential risk of loss. RPS will assist Clients in determining an appropriate strategy based on their tolerance for risk and other factors noted above. However, there is no guarantee that a Client will meet their investment goals.

Each Client engagement will entail a review of the Client's investment goals, financial situation, time horizon, tolerance for risk and other factors to develop an appropriate strategy for managing a Client's account. Client participation in this process, including full and accurate disclosure of requested information, is essential for the analysis of a Client's account. The Advisor shall rely on the financial and other information provided by the Client or their designees without the duty or obligation to validate the accuracy and completeness of the

provided information. It is the responsibility of the Client to inform the Advisor of any changes in financial condition, goals or other factors that may affect this analysis.

The risks associated with a particular strategy are provided to each Client in advance of investing Client accounts. The Advisor will work with each Client to determine their tolerance for risk as part of the portfolio construction process. **Past performance is not a guarantee of future returns. Investing in securities and other investments involves a risk of loss that each Client should understand and be willing to bear. Clients are reminded to discuss these risks with the Advisor.**

Item 9 - Disciplinary Information

There are no legal, regulatory or disciplinary events involving RPS or any of its Supervised Persons. RPS and its Supervised Persons value the trust you place in us. As we advise all Clients, we encourage you to perform the requisite due diligence on any advisor or service provider with which you partner. Our backgrounds are on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with our firm name or our CRD# 172835. You may also research the background of Joseph P. Sarappo III by searching with his full name or his Individual CRD# 1868768.

Item 10 - Other Financial Activities and Affiliations

Broker-Dealer Affiliation

Certain Advisory Persons of RPS are also registered representatives of CAMAS. In one's separate capacity as registered representative, an Advisory Person will typically receive commissions for the implementation of recommendations for commissionable transactions. Clients are not obligated to implement any recommendation provided by the Advisory Persons. Neither the Advisor nor Advisory Persons will earn investment advisory fees in connection with any services implemented in an Advisory Person's separate capacity as a registered representative where commissions are earned. Clients are not obligated to implement any recommendations made by an Advisory Person or the Advisor.

Insurance Agency Affiliations

Certain Advisory Persons may also be licensed as independent insurance professionals. Implementations of insurance recommendations are separate and apart from one's role with RPS. Insurance commissions earned by these persons are separate and in addition to our advisory fees. This practice presents a conflict of interest because an Advisory Person may have an incentive to recommend insurance products to the Client for the purpose of generating commissions rather than solely based on the Client's needs. However, the Client is under no obligation, contractually or otherwise, to purchase insurance products through any Advisory Person affiliated with the Advisor.

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

A. Code of Ethics

RPS has implemented a Code of Ethics (the "Code") that defines our fiduciary commitment to each Client. This Code applies to all persons associated with RPS (our "Supervised Persons"). The Code was developed to provide general ethical guidelines and specific instructions regarding our duties to you, our Client. RPS and its Supervised Persons owe a duty of loyalty, fairness and good faith towards each Client. It is the obligation of RPS Supervised Persons to adhere not only to the specific provisions of the Code, but also to the general principles that guide the Code. The Code covers a range of topics that address employee ethics and conflicts of interest. To request a copy of our Code of Ethics, please contact us at (215) 657-8600 or via email at jsarappo@retire-yes.com.

B. Personal Trading with Material Interest

RPS allows our Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients. RPS does not act as a principal in any transactions. In addition, the Advisor does not act as the general partner of a fund, or advise an investment company. RPS does not have a material interest in any securities traded in Client accounts.

C. Personal Trading and Conflicts of Interest

RPS allows our Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of Clients. Owning the same securities we recommend (purchase or sell) to you presents a potential conflict of interest that, as fiduciaries, we must disclose to you and mitigate through policies and procedures. As noted above, we have adopted, consistent with Section 204A of the Investment Advisers Act of 1940, a Code of Ethics, which addresses insider trading (material non-public information controls) and personal securities reporting procedures. When trading for personal accounts, Supervised Persons of RPS may have a conflict of interest if trading in the same securities. The fiduciary duty to act in the best interest of its Clients can potentially be violated if personal trades are made with more advantageous terms than Client trades, or by trading based on material non-public information. This risk is mitigated by RPS requiring reporting of personal securities trades by its Supervised Persons for review by the Chief Compliance Officer (“CCO”) or delegate. We have also adopted written policies and procedures to detect the misuse of material, non-public information.

D. Personal Trading at Same Time as Client

While RPS allows its Supervised Persons to purchase or sell the same securities that may be recommended to and purchased on behalf of the Clients, such trades are typically aggregated with Client orders or traded afterwards. **At no time, will RPS or any Supervised Person of RPS, transact in any security to the detriment of any Client.**

Item 12 - Brokerage Practices

A. Recommendation of Custodian[s]

RPS does not have discretionary authority to select the broker-dealer/custodian for custody and execution services. The Client will engage the broker-dealer/custodian (herein the "Custodian") to safeguard Client assets and authorize RPS to direct trades to the Custodian as agreed in the investment advisory agreement. Further, RPS does not have the discretionary authority to negotiate commissions on behalf of our Clients on a trade-by-trade basis.

Where RPS does not exercise discretion over the selection of the Custodian, it will recommend the Custodian to Clients for custody and execution services. Clients are not obligated to use the recommended Custodian and will not incur any extra fee or cost associated with using a custodian not recommended by RPS. In such instance, the Advisor may not be able to deliver the same services to the Client as provided to other Clients. RPS may recommend the Custodian based on criteria such as, but not limited to, reasonableness of commissions charged to the Client, services made available to the Client, its reputation and/or location of the Custodian's offices and the services provided to the Advisor.

RPS will generally recommend that Clients establish their account[s] at Fidelity Clearing & Custody Solutions, an affiliate under Fidelity Investments, Inc. (“Fidelity”). Fidelity will serve as the Client's “qualified custodian”. RPS maintains an institutional relationship with Fidelity, whereby the Advisor receives economic benefit from Fidelity (Please see Item 14 below).

Following are additional details regarding the brokerage practices of the Advisor:

1. Soft Dollars - Soft dollars are revenue programs offered by broker-dealers/custodians whereby an advisor enters into an agreement to place security trades with the broker-dealer/custodian in exchange for research and

other services. RPS does not participate in soft dollar programs sponsored or offered by any broker-dealer/custodian. However, the Advisor does receive certain economic benefits from Fidelity as described in Item 14.

2. Brokerage Referrals - RPS does not receive any compensation from any third party in connection with the recommendation for establishing an account.

3. Directed Brokerage - All Clients are serviced on a "directed brokerage basis", where RPS will place trades within the established account[s] at the Custodian designated by the Client. Further, all Client accounts are traded within their respective account[s]. The Advisor will not engage in any principal transactions (i.e., trade of any security from or to the Advisor's own account) or cross transactions with other Client accounts (i.e., purchase of a security into one Client account from another Client's account[s]). RPS will not be obligated to select competitive bids on securities transactions and does not have an obligation to seek the lowest available transaction costs. These costs are determined by the Custodian.

B. Aggregating and Allocating Trades

The primary objective in placing orders for the purchase and sale of securities for Client accounts is to obtain the most favorable net results taking into account such factors as 1) price, 2) size of order, 3) difficulty of execution, 4) confidentiality and 5) skill required of the Custodian. RPS will execute its transactions through the Custodian as directed by the Client. RPS may aggregate orders in a block trade or trades when securities are purchased or sold through the Custodian for multiple (discretionary) accounts. If a block trade cannot be executed in full at the same price or time, the securities actually purchased or sold by the close of each business day must be allocated in a manner that is consistent with the initial pre-allocation or other written statement. This must be done in a way that does not consistently advantage or disadvantage particular Client accounts.

Item 13 - Review of Accounts

A. Frequency of Reviews

Securities in Client accounts are monitored on a regular and continuous basis by Mr. Sarappo, President of RPS. Formal reviews are generally conducted at least annually or more or less frequently depending on the needs of the Client.

B. Causes for Reviews

In addition to the investment monitoring noted in Item 13.A., each Client account shall be reviewed at least annually. Reviews may be conducted more or less frequently at the Client's request. Accounts may be reviewed as a result of major changes in economic conditions, known changes in the Client's financial situation, and/or large deposits or withdrawals in the Client's account[s]. The Client is encouraged to notify RPS if changes occur in his/her personal financial situation that might adversely affect his/her investment plan. Additional reviews may be triggered by material market, economic or political events.

C. Review Reports

The Client will receive written brokerage statements no less than quarterly from the Custodian. These brokerage statements are sent directly from the Custodian to the Client. The Client may also establish electronic access to the Custodian's website so that the Client may view these reports and their account activity. Client brokerage statements will include all positions, transactions and fees relating to the Client's account[s]. The Advisor may also provide Clients with periodic reports regarding their holdings, allocations, and performance.

Item 14 - Client Referrals and Other Compensation

A. Compensation Received by RPS

Participation in Institutional Advisor Platform

As noted in Item 12, the Advisor has established an institutional relationship with Fidelity to assist the Advisor in managing Client account[s]. Access to the Fidelity Platform is provided at no charge to the Advisor. The Advisor receives access to software and related support without cost because the Advisor renders investment management services to Clients that maintain assets at Fidelity. The software and related systems support may benefit the Advisor, but not its Clients directly. In fulfilling its duties to its Clients, the Advisor endeavors at all times to put the interests of its Clients first. Clients should be aware, however, that the receipt of economic benefits from the Custodian creates a potential conflict of interest since these benefits may influence the Advisor's recommendation of the Custodian over one that does not furnish similar software, systems support, or services.

Additionally, the Advisor may receive the following benefits from Fidelity: receipt of duplicate Client confirmations and bundled duplicate statements; access to a trading desk that exclusively services its institutional participants; access to block trading which provides the ability to aggregate securities transactions and then allocate the appropriate shares to Client accounts; and access to an electronic communication network for Client order entry and account information.

B. Client Referrals from Solicitors

RPS does not engage paid solicitors for Client referrals.

Item 15 - Custody

RPS does not accept or maintain custody of any Client accounts, except for the authorized deduction of the Advisor's fee. All Clients must place their assets with a "qualified custodian". Clients are required to engage the Custodian to retain their funds and securities and direct RPS to utilize the Custodian for the Client's security transactions. Clients should review statements provided by the Custodian and compare to any reports provided by RPS to ensure accuracy, as the Custodian does not perform this review. For more information about custodians and brokerage practices, see "Item 12 - Brokerage Practices".

Item 16 - Investment Discretion

RPS generally has discretion over the selection and amount of securities to be bought or sold in Client accounts without obtaining prior consent or approval from the Client. However, these purchases or sales may be subject to specified investment objectives, guidelines, or limitations previously set forth by the Client and agreed to by RPS. Discretionary authority will only be authorized upon full disclosure to the Client. The granting of such authority will be evidenced by the Client's execution of an investment advisory agreement containing all applicable limitations to such authority. All discretionary trades made by RPS will be in accordance with each Client's investment objectives and goals.

Item 17 - Voting Client Securities

RPS does not accept proxy-voting responsibility for any Client. Clients will receive proxy statements directly from the Custodian. The Advisor in answering questions relating to proxies, however, the Client retains the sole responsibility for proxy decisions and voting.

Item 18 - Financial Information

Neither RPS, nor its management has any adverse financial situations that would reasonably impair the ability of RPS to meet all obligations to its Clients. Neither RPS, nor any of its Advisory Persons, has been subject to a bankruptcy or financial compromise. RPS is not required to deliver a balance sheet along with this Disclosure Brochure as the firm does not collect fees of \$1,200 or more for services to be performed six months or more in advance.



Form ADV Part 2B – Brochure Supplement

for

**Joseph P. Sarappo
President and Chief Compliance Officer**

Effective: February 25, 2017

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Joseph P. Sarappo (CRD# 1868768) in addition to the information contained in the Retirement Planning Specialists, Inc. (“RPS” or the “Advisor”) (CRD #157811) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the RPS Disclosure Brochure or this Brochure Supplement, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com

Additional information about Mr. Sarappo is available on the SEC’s Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Retirement Planning Specialists
1000 Easton Road Willow Grove, PA 19090
Phone: (215) 657-8600 * Fax: (215) 657-9030
www.retire-yes.com

Item 2 – Educational Background and Business Experience

Joseph P. Sarappo, born in 1961, is dedicated to advising Clients of RPS as the President and Chief Compliance Officer. Mr. Sarappo attended evening schools at the University of Pennsylvania from 1983 to 1989. Additional information regarding Mr. Sarappo's employment history is included below.

Employment History:

President and Chief Compliance Officer, Retirement Planning Specialists, Inc.	05/2011 to Present
Registered Representative, Comprehensive Asset Management and Servicing, Inc.	07/2012 to Present
Registered Representative, Securities America, Inc.	12/2004 to 07/2012
Owner / CEO, Sarappo's Pizza	01/2005 to Present
Investment Advisor Representative, Securities America Advisors, Inc.	01/2005 to 05/2011
Advisor, MML Investors Services, Inc.	06/1990 to 12/2004
Advisor, Massachusetts Mutual Life Insurance Company	02/1990 to 12/2004

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Mr. Sarappo. Mr. Sarappo has never been involved in any regulatory, civil or criminal action. There have been no client lawsuits, arbitration claims or administrative proceedings against Mr. Sarappo.

Securities laws require an advisor to disclose any instances where the advisor or its Advisory Persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mr. Sarappo.*

However, we do encourage you to independently view the background of Mr. Sarappo on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with his full name or Individual CRD# 1868768.

Item 4 – Other Business Activities

Broker-Dealer Affiliation

Mr. Sarappo is also a registered representative of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein "CAMAS"). CAMAS is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. In his separate capacity as registered representative, Mr. Sarappo will typically receive commissions for the implementation of recommendations for commissionable transactions through CAMAS. Clients are not obligated to implement any recommendation provided by Mr. Sarappo. Neither the Advisor nor Mr. Sarappo will earn investment advisory fees in connection with any services implemented in Mr. Sarappo's separate capacity as registered representative where commissions are earned. Generally, recommendations made by RPS to its Clients are implemented by Mr. Sarappo in his role with the Advisor, not his role as a registered representative. Clients are not obligated to implement any recommendations made by Mr. Sarappo or the Advisor.

Insurance Agency Affiliations

Mr. Sarappo is also a licensed insurance professional. Implementations of insurance recommendations are separate and apart from his role with RPS. As an insurance professional, Mr. Sarappo may receive customary commissions and other related revenues from the various insurance companies whose products are sold. Mr.

Sarrapo is not required to fofer the products of any particular insurance company. Commissions generated by insurance sales do not offset regular advisory fees. This may cause a conflict of interest in recommending certain products of the insurance companies. Clients are under no obligation to implement any recommendations made by Mr. Sarappo or the Advisor.

Item 5 - Additional Compensation

Mr. Sarappo has additional business activities that are detailed in Item 4 above.

Item 6 - Supervision

Mr. Sarappo serves as the President and Chief Compliance Officer of RPS. Mr. Sarappo can be reached at (215) 657-8600.

RPS has implemented a Code of Ethics and internal compliance that guide each Supervised Person in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its Supervised Persons. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

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Form ADV Part 2B – Brochure Supplement

for

**Christopher M. Sacco, ChFC®
Financial Advisor**

Effective: February 25, 2017

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Christopher Sacco (CRD# 4746453) in addition to the information contained in the Retirement Planning Specialists, Inc. (“RPS” or the “Advisor”) Disclosure Brochure. If you have not received a copy of this Brochure Supplement or if you have any questions about the contents of this Brochure Supplement or RPS’ Disclosure Brochure, please contact us at (215) 657-8600 or by email at jsarappo@retire-yes.com.

Additional information about Christopher Sacco is available on the SEC’s Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Retirement Planning Specialists
1000 Easton Road Willow Grove, PA 19090
Phone: (215) 657-8600 * Fax: (215) 657-9030
www.retire-yes.com

Item 2 – Educational Background and Business Experience

Christopher M. Sacco, born in 1973, is dedicated to serving the Clients of RPS as a Financial Advisor. Mr. Sacco earned a Bachelor of Science in Accounting from Penn State University in 1996. Additional information regarding Mr. Sacco's employment history is included below.

Employment History:

Financial Advisor, Retirement Planning Specialists, Inc.	05/2011 to Present
Registered Representative, Comprehensive Asset Management and Servicing, Inc.	07/2012 to Present
Registered Representative, Securities America, Inc	08/2007 to 07/2012
Investment Advisor Representative, Securities America Advisors, Inc.	07/2008 to 05/2011
Advisor, New England Securities	11/2006 to 08/2007
Advisor, MML Investor Services, Inc	02/2004 to 10/2006
Advisor, Whipple and Associates	11/2003 to 10/2006
Analyst, Pilgrim, Baxter & Associates	09/1997 to 10/2003

Chartered Financial Consultant® (ChFC®)

The Chartered Financial Consultant, ChFC®, focuses on the comprehensive financial planning process as an organized way to collect and analyze information concerning a Client's total financial situation. A ChFC® helps their Clients identify specific financial goals; and to formulate, implement and monitor a comprehensive plan to achieve those goals. A ChFC® adheres to a strict code of ethics and has prepared extensively to provide sound, comprehensive financial advice. Every ChFC® candidate must have at least three years of industry experience and successfully pass 10 college-level courses from the American College in Bryn Mawr, PA. Since its inception, more than 37,000 men and women have met the educational, continuing education, experience, and ethics mandates needed to earn the ChFC® designation.

- Prerequisites/Experience Required: 3 years of full-time business experience within the five years preceding the awarding of the designation
- Educational Requirements: 6 core and 2 elective courses
- Examination Type: Final proctored exam for each course
- Continuing Education/Experience Requirements: 30 CE credits every 2 years

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Mr. Sacco. Mr. Sacco has never been involved in any regulatory, civil or criminal action. There have been no Client lawsuits, arbitration claims or administrative proceedings against Mr. Sacco.

Securities laws require an advisor to disclose any instances where the advisor or its Advisory Persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mr. Sacco.*

However, we do encourage you to independently view the background of Mr. Sacco on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with his full name or Individual CRD# 4746453.

Item 4 – Other Business Activities

Broker-Dealer Affiliation

Mr. Sacco is also a registered representative of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein “CAMAS”). CAMAS is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. In his separate capacity, as registered representative, Mr. Sacco will typically receive commissions for the implementation of recommendations for commissionable transactions through CAMAS. Clients are not obligated to implement any recommendation provided by Mr. Sacco. Neither the Advisor nor Mr. Sacco will earn investment advisory fees in connection with any services implemented in Mr. Sacco’s separate capacity as a registered representative where commissions are earned. Generally, recommendations made by RPS to its Clients are implemented by Mr. Sacco in his role with the Advisor, not his role as a registered representative. Clients are not obligated to implement any recommendations made by Mr. Sacco or the Advisor.

Insurance Agency Affiliations

Mr. Sacco is also a licensed insurance professional. Implementations of insurance recommendations are separate and apart from his role with RPS. As an insurance professional, Mr. Sacco may receive customary commissions and other related revenues from the various insurance companies whose products are sold. Mr. Sacco is not required to offer products of any particular insurance company. Commissions generated by insurance sales do not offset regular advisory fees. This may cause a conflict of interest in recommending certain products of the insurance companies. Clients are under no obligation to implement any recommendations made by Mr. Sacco or the Advisor.

Item 5 – Additional Compensation

Mr. Sacco has additional business activities that are detailed in Item 4 above.

Item 6 – Supervision

Mr. Sacco serves as a Financial Advisor with RPS and is supervised by Joseph Sarappo, the Chief Compliance Officer. Mr. Sarappo can be reached at (215) 657-8600.

RPS has implemented a Code of Ethics and internal compliance that guide each Supervised Person in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its Supervised Persons. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

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Form ADV Part 2B - Brochure Supplement

for

**James J. Cuorato
Client Service Advisor**

Effective: February 25, 2017

This Form ADV 2B ("Brochure Supplement") provides information about the background and qualifications of James J. Cuorato (CRD# 6254052) in addition to the information contained in the Retirement Planning Specialists ("RPS" or the "Advisor") (CRD # 157811) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the RPS Disclosure Brochure or this Brochure Supplement, please contact us at (215) 657-8600.

Additional information about Mr. Cuorato is available on the SEC's Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Retirement Planning Specialists
1000 Easton Road Willow Grove, PA 19090
Phone: (215) 657-8600 * Fax: (215) 657-9030
www.retire-yes.com

Item 2 – Educational Background and Business Experience

James J. Cuorato, born in 1982, is dedicated to advising Clients of RPS as a Client Service Advisor. Mr. Cuorato earned a Bachelor of Arts in Politics, Economics, Phil. from University of Pennsylvania in 2004. Additional information regarding Mr. Cuorato's employment history is included below.

Employment History:

Client Service Advisor, Retirement Planning Specialists, Inc.	09/2013 to Present
Market Analyst/Trader, J&J Strategic Trading	07/2008 to 07/2013
Project Analyst, Chance Management Advisors	07/2007 to 05/2008
Hospitality Manager, Moshulu Restaurant Group	08/2005 to 06/2007
Asst. Acct. Executive, Domus Corporation	11/2004 to 06/2005
Assistant to the Dir. of Operations, Penn's Landing Corporation	06/1999 to 09/2004

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Mr. Cuorato. Mr. Cuorato has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Mr. Cuorato.

Securities laws require an advisor to disclose any instances where the advisor or its Advisory Persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Mr. Cuorato.*

However, we do encourage you to independently view the background of Mr. Cuorato on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with his full name or Individual CRD# 6254052.

Item 4 – Other Business Activities

Mr. Cuorato is dedicated to the investment advisory activities of RPS' Clients. Mr. Cuorato does not have other business activities.

Item 5 – Additional Compensation

Mr. Cuorato is dedicated to the investment advisory activities of RPS' Clients. Mr. Cuorato does not receive any additional forms of compensation.

Item 6 – Supervision

Mr. Cuorato serves as a Client Service Advisor with RPS and is supervised by Joseph Sarappo, the Chief Compliance Officer. Joseph Sarappo can be reached at (215) 657-8600. RPS has implemented a Code of Ethics and internal compliance that guide each Supervised Person in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its Supervised Persons. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

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www.retire-yes.com



Form ADV Part 2B – Brochure Supplement

for

**Kelly A. McDonnell
Vice President and Chief Operating Officer**

Effective: February 25, 2017

This Form ADV 2B (“Brochure Supplement”) provides information about the background and qualifications of Kelly A. McDonnell (CRD# **4331871**) in addition to the information contained in the Retirement Planning Specialists (“RPS” or the “Advisor”) (CRD # 157811) Disclosure Brochure. If you have not received a copy of the Disclosure Brochure or if you have any questions about the contents of the RPS Disclosure Brochure or this Brochure Supplement, please contact us at (215) 657-8600.

Additional information about Ms. McDonnell is available on the SEC’s Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov.

Retirement Planning Specialists
1000 Easton Road Willow Grove, PA 19090
Phone: (215) 657-8600 * Fax: (215) 657-9030
www.retire-yes.com

Item 2 – Educational Background and Business Experience

Kelly A. McDonnell is the Vice President and Chief Operating Officer of RPS. Ms. McDonnell, born in April 1969, is dedicated to advising Clients of RPS. Ms. McDonnell attended Allentown College of St. Francis DeSales from 1987-1989. Additional information regarding Ms. McDonnell’s employment history is included below.

Employment History:

Vice President of COO, Retirement Planning Specialists, Inc.	01/2012 to Present
Registered Assistant, Comprehensive Asset Management & Servicing, Inc.	07/2012 to Present
Office Assistant, Securities America Inc.	01/2012 to 06/2012
Director of Operations, Lambert Advisors	08/2010 to 09/2011
Registered Representative, Purshe Kaplan Sterling Investments, Inc.	08/2010 to 09/2011
Client Relations Manager, Personal Financial Profiles	08/2008 to 07/2010

Item 3 – Disciplinary Information

There are no legal, civil or disciplinary events to disclose regarding Ms. McDonnell. Ms. McDonnell has never been involved in any regulatory, civil or criminal action. There have been no client complaints, lawsuits, arbitration claims or administrative proceedings against Ms. McDonnell.

Securities laws require an advisor to disclose any instances where the advisor or its Advisory Persons have been found liable in a legal, regulatory, civil or arbitration matter that alleges violation of securities and other statutes; fraud; false statements or omissions; theft, embezzlement or wrongful taking of property; bribery, forgery, counterfeiting, or extortion; and/or dishonest, unfair or unethical practices. *As previously noted, there are no legal, civil or disciplinary events to disclose regarding Ms. McDonnell.*

However, we do encourage you to independently view the background of Ms. McDonnell on the Investment Adviser Public Disclosure website at www.adviserinfo.sec.gov by searching with her full name or Individual CRD# 4331871.

Item 4 – Other Business Activities

Broker-Dealer Affiliation

Ms. McDonnell is also a registered representative of Comprehensive Asset Management and Servicing, Inc. of Parsippany, NJ (herein “CAMAS”). CAMAS is a registered broker-dealer (CRD No. 43814), member FINRA, SIPC. In her separate capacity as registered representative, Ms. McDonnell will typically receive commissions for the implementation of recommendations for commissionable transactions through CAMAS. Clients are not obligated to implement any recommendation provided by Ms. McDonnell. Neither the Advisor nor Ms. McDonnell will earn investment advisory fees in connection with any services implemented in Ms. McDonnell’s separate capacity as registered representative where commissions are earned. Generally, recommendations made by RPS to its Clients are implemented by Ms. McDonnell in her role with the Advisor, not her role as a registered representative. Clients are not obligated to implement any recommendations made by Ms. McDonnell or the Advisor.

Item 5 – Additional Compensation

Ms. McDonnell has additional business activities that are detailed in Item 4 above.

Item 6 - Supervision

Ms. McDonnell serves as the Vice President and Chief Operating Officer of RPS and is supervised by Joseph Sarappo, the Chief Compliance Officer. Joseph Sarappo can be reached at (215) 657-8600.

RPS has implemented a Code of Ethics and internal compliance that guide each Supervised Person in meeting their fiduciary obligations to Clients of RPS. Further, RPS is subject to regulatory oversight by various agencies. These agencies require registration by RPS and its Supervised Persons. As a registered entity, RPS is subject to examinations by regulators, which may be announced or unannounced. RPS is required to periodically update the information provided to these agencies and to provide various reports regarding the business activities and assets of the Advisor.

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Privacy Policy

Effective: February 25, 2017

Our Commitment to You

Retirement Planning Specialists, Inc. ("RPS" or the "Advisor") is committed to safeguarding the use of personal information of our Clients (also referred to as "you" and "your") that we obtain as your Investment Advisor. RPS (referred to as "we", "our" and "us") protects the security and confidentiality of the personal information we have and make efforts to ensure that such information is used for proper business purposes in connection with the management or servicing of your account. Our relationship with you is our most important asset. We understand that you have entrusted us with your private information, and we do everything we can to maintain that trust.

We do not sell your non-public personal information to anyone. Nor does RPS provide such information to others except for discrete and proper business purposes in connection with the servicing and management of your account as discussed below.

Details of our approach to privacy and how your personal non-public information is collected and used are set forth in this privacy policy.

The Information We Collect About You

You typically provide personal information when you complete the paperwork required to become our Client. This information may include:

• Name and address	• Assets
• E-mail address	• Income
• Phone number	• Account balance
• Social security or taxpayer identification number	• Investment activity
	• Accounts at other institutions

In addition, we may collect non-public information about you from the following sources:

- Information we receive on Brokerage Agreements, Managed Account Agreements and other Subscription and Account Opening Documents;
- Information we receive in the course of establishing a customer relationship including, but not limited to, applications, forms, and questionnaires;
- Information about your transactions with us or others

Information About You That RPS Shares

RPS works to provide products and services that benefit our customers. We may share non-public personal information with non-affiliated third parties (such as brokers and custodians) as necessary for us to provide agreed services and products to you consistent with applicable law. We may also disclose non-public personal information to other financial institutions with whom we have joint business arrangements for proper business purposes in connection with the management or servicing of your account. In addition, your non-public personal information may also be disclosed to you, persons we believe to be your authorized agent or representative, regulators in order to satisfy RPS' regulatory obligations, and as otherwise required or permitted by law. Lastly, we may disclose your non-public personal information to companies we hire to help administrate our business. Companies we hire to provide services of this kind are not allowed to use your personal information for their own purposes and are contractually obligated to maintain strict confidentiality. We limit their use of your personal information to the performance of the specific service we have requested.

To repeat, we do not sell your non-public personal information to anyone.

Information About Former Clients

RPS does not disclose, and does not intend to disclose, non-public personal information to non-affiliated third parties with respect to persons who are no longer our clients.

Confidentiality and Security

Our Supervised Persons are advised about the firm's need to respect the confidentiality of our customers' non-public personal information. Additionally, we maintain physical, procedural and electronic safeguards in an effort to protect the information from access by unauthorized parties.

We'll Keep You Informed

We will send you a copy of this Policy annually for as long as you maintain an ongoing relationship with us. Periodically we may revise our privacy policy, and will provide you with a revised policy if the changes materially alter the previous privacy policy. We will not, however, revise our privacy policy to permit the sharing of non-public personal information other than as described in this notice unless we first notify you and provide you with an opportunity to prevent the information sharing. You may obtain a copy of our current privacy policy by contacting us at (215) 657-8600 or via email at jsarappo@retire-yes.com.