

**Item 1 – Cover Page**



**Integrated Financial Planning Solutions, LLC**  
Registered Investment Adviser

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**Form ADV Part 2**  
Advisory Brochure  
January 31, 2019

This brochure provides information about the qualifications and business practices of the advisory firm Integrated Financial Planning Solutions, LLC. If you have any questions about the contents of this brochure, please contact Mr. John Liechty at (574) 975-3682.

The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (SEC) or any state securities administrator. Additional information about the Ignite Investments and Planning is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Click on the "Investment Adviser Search" link and then search for "Investment Adviser Firm" using the firm's IARD number, which is 153824.

While the firm and its associates may be registered within a particular jurisdiction, registration in itself does not imply an endorsement by any regulatory authority, nor does it imply a certain level of skill or training on the part of the firm or its associated personnel.

## **Item 2 - Material Changes**

None noted.

The firm may at any time update this document and either send a copy of its updated brochure or provide a summary of material changes to its brochure and an offer to send an electronic or hard copy form of the updated brochure. Clients are also able to download this brochure from the SEC's Website: [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) or may contact our firm at (574) 975-3682 to request a copy at anytime.

**Item 3 – Table of Contents**

Item 1 – Cover Page..... 1

Item 2 - Material Changes..... 2

Item 3 – Table of Contents..... 3

Item 4 - Advisory Business ..... 4

Item 5 - Fees and Compensation..... 5

Item 6 - Performance-Based Fees and Side-By-Side Management..... 7

Item 7 - Types of Clients..... 7

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

Item 9 - Disciplinary Information..... 10

Item 10 - Other Financial Industry Activities and Affiliations ..... 10

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

Item 12 - Brokerage Practices ..... 13

Item 13 - Review of Accounts..... 14

Item 14 - Client Referrals and Other Compensation ..... 15

Item 15 - Custody ..... 15

Item 16 - Investment Discretion..... 16

Item 17 - Voting Client Securities ..... 16

Item 18 – Financial Information ..... 16

Item 19 - Requirements for State-Registered Advisers ..... 17

**Important Information**

Throughout this document Integrated Financial Planning Solutions, LLC shall also be referred to as the “firm,” “our,” “we” or “us.” The client or prospective client may be also referred to as “you,” “your,” etc., and refers to a client engagement involving a single *person* as well as two or more *persons*.

## **Item 4 - Advisory Business**

### **Description of the Firm**

Integrated Financial Planning Solutions, LLC is an investment adviser domiciled in the State of Indiana. Our firm is not a subsidiary of nor do we control another financial services industry entity. In addition to our 2010 registration as an investment adviser in Indiana, our firm and its associates may register, become licensed or meet certain exemptions in other jurisdictions in which we conduct investment advisory business.

From 2010 until October, 2014, John Liechty was the firm's sole owner and LLC member. In October, 2014, Aaron Wieand joined the firm as an investment advisor representative and a 50% owner of Integrated Financial Planning Solutions, LLC. More information about both individuals is found in Item 19 of this brochure.

The firm provides fee-only financial planning and investment consultation services that, depending upon each client's unique circumstances or specific request, may be general in nature or focused on particular areas of interest or need. Approximately two-thirds of the firm's engagements are involved in providing investment consultation with respect to the client's assets but does not include continuous investment management or supervisory services for their portfolio; the remaining one-third of the firm's time is oriented toward "non-securities advice," such as issues involving expense budgeting, education planning, risk management strategies, charitable and estate planning, among others.

The firm does not directly provide ongoing investment management or account supervisory services, offer discretionary trading services or wrap fee investment programs, nor does it have client assets directly under its management.

### **Introductory Review**

A complimentary interview is conducted by a qualified representative of the firm to determine the scope of services to be provided. During the initial meeting, a Form ADV Part 2 advisory brochure<sup>1</sup> and the firm's privacy policy will be given to the client. Should the client wish to engage Integrated Financial Planning Solutions, LLC for its services, parties must enter into a written engagement agreement with further discussion and analysis conducted thereafter to ascertain financial need, objectives, current holdings, etc., as provided by the client.

Financial advice or plans are based upon the information disclosed by the client or their legal agent and incorporate the client's financial situation at the time the plan is presented. In performing its services the firm may, but is not required to, verify any information received from the client or from the client's agents.

### **Financial Planning and Investment Consultation Services**

The firm provides financial planning and investment consultation services relating to various components which may be either broad based or modular as the client may desire. Advice is offered on subjects such as cash flow management, risk management, education funding, investment planning and allocation strategies; retirement, tax and estate planning, or other specific needs as indicated by the

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<sup>1</sup> In consonance with the SEC's 2010 *General Instructions for Part 2 of Form ADV* (page 22) the firm provides requisite principal executive/advisory personnel information within Item 19 of this document that might otherwise be found in Form ADV Part 2B.

client. Such services typically involve providing a variety of advice or services to clients regarding the management of their financial resources, as based upon an analysis of their individual needs. When financial planning services focus only on certain areas of client interest or need, the client must understand that their overall financial situation or needs may not be fully addressed due to limitations they have established.

The firm typically utilizes a long term investment perspective, unless specifically requested to the contrary by the client. If engaged for investment consultation, Integrated Financial Planning Solutions, LLC may assist the client in developing a portfolio deemed appropriate to the client's investment objectives and tolerance for risk as stated at the time of the engagement.

Where practical, the firm may assist the client in preparing an investment policy statement (IPS) reflecting their investment objectives, time horizon, policy constraints and risk tolerance. The IPS is designed to be specific enough to provide ongoing guidance while concurrently allowing flexibility to respond to changing market conditions. Since the IPS will, to a large extent, be a product of information and data provided by the client, the client shall be responsible for review and final approval of the statement.

The client retains absolute discretion over all implementation decisions and is free to accept or reject any recommendation made by the firm. Further, it remains each client's responsibility to promptly notify the firm if there is any change in their financial situation or investment objectives for the purpose of reviewing, evaluating, or revising the firm's recommendations and/or services.

#### Income Tax Preparation

If our firm is engaged for ongoing services, we may offer the preparation of income tax returns provided by Aaron Wieand, CPA/PFS, CFP®. Combining income tax return preparation with financial planning may assist you with a thorough, coordinated understanding of your finances.

The firm does not provide legal advice. With the client's consent, the firm may work with the client's attorney or other professionals to assist with coordination and implementation of agreed upon strategies. The client should be aware that these other professionals may bill them separately for their services and these fees will be in addition to those of the firm.

Engagements involving financial planning and investment consultation services may be concluded upon delivery of the requested service; however, the client is encouraged to engage the firm in the future. Periodic reviews are recommended and it is the client's responsibility to initiate these meetings. Unless the firm is engaged for long-term services, pursuant a written agreement or its addendum that includes review and updates, it would be the client's responsibility to procure these additional services under a new engagement.

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

Fees for financial planning and investment consultation services provided by Mr. Liechty are \$200 per hour. Mr. Wieand's fees for financial planning and investment consultation services as well as for income tax preparation services are based on a rate of \$150 per hour. Hourly fees are billed in six-minute increments with a partial increment treated as a whole. The number of hours to complete the plan will be estimated and will depend on the level and scope of services required. Fixed fees are

generally based on the complexity of the client's issues and the anticipated number of hours estimated to provide the requested services, multiplied by the agreed upon hourly rate.

The firm may require a deposit for initial engagements in the amount of the lesser of \$500 or 50% of the lower end of the estimated project fee. Fixed fees for ongoing engagements may be billed in advance on a retainer basis. Firm policy restricts the collecting of fees for services to be performed more than six months in advance and in excess of \$500. The balance of fees due is expected to be paid upon presentation of the plan or advice to the client.

Integrated Financial Planning Solutions, LLC fees are negotiable at the discretion of the firm principal. The written Client Services Agreement details the services to be provided and anticipated fees for each client. The firm may, at its discretion, discount or waive fees for any non-discriminatory reason. The firm may offer discounts for clients who choose to engage the firm for both tax preparation and financial planning services. Clients are not required to engage the firm for both types of services.

Certain clients may elect to authorize the payment of the firm's fees from their brokerage/custodial account. In these instances, the firm will concurrently send the client and their broker-dealer/custodian a written notice of the fees to be deducted. The client notice will include the time period, and any calculation formulas used, as well as the fee to be deducted.

The client will be required to approve payment of the firm's fees by completing an "Authorization Form" or similar document that is maintained on file with the client's selected broker-dealer/custodian firm, which may be revoked at any time by the client.

#### No-Load Products

Specific product recommendations made by the firm will usually be for "no-load" or "institutional class" shares (i.e., no commission) products, if available. In certain instances, such as with insurance products, there may not be a suitable selection of no-load products available for recommendation, however, neither the firm nor its associates will be paid a commission on the purchase.

The applicable fees referenced include fees and charges for the services of the firm and its investment adviser representatives. Any transactional or custodial fees assessed by the selected custodian; clearing firm, mutual fund companies, product sponsor, or individual retirement account or qualified retirement plan account termination fees, are borne by the client as provided in the current, separate fee schedule of the selected service provider.

The firm does not receive "trailer" or 12b-1 fees for any recommended mutual fund, exchange traded fund (ETF), exchange traded note (ETN), or other similar investment. Fees charged by any of these companies are detailed in prospectuses or product descriptions provided to the client and they are encouraged to read these documents before investing.

#### Termination of Services

Either party may terminate the agreement at any time, which will typically be in writing. Should the client verbally notify Integrated Financial Planning Solutions, LLC of the termination and if in two business days following this notification the firm has not received notice in writing; the firm will make written notice of such termination in its records and will send its own termination notice to the client as a substitute.

A new client may terminate an agreement with the firm within five business days after the signing of the services agreement without penalty or charge. Thereafter, a *pro rata* portion of any prepaid, unearned fees will be promptly returned and not later than 30 days following receipt of termination notice.

Upon parties' receipt of a termination notice, the firm will not be responsible for advice on future allocations, transactions, etc.

#### Firm Services

The firm will use its best judgment and good faith effort in rendering its services to its clients. Integrated Financial Planning Solutions, LLC cannot warrant or guarantee any particular level of account performance or that an account will be profitable over time. Past performance is not necessarily indicative of future results.

Except as may otherwise be provided by law, the firm will not be liable to the client, heirs, or assigns for any loss an account may suffer by reason of an investment decision made or other action taken or omitted in good faith by the firm with that degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a fiduciary capacity would use; any loss arising from the firm's adherence to the client or their legal agent's direction; or any act or failure to act by a service provider maintaining an account.

Federal and state securities laws impose liabilities under certain circumstances on persons who act in good faith and, therefore, nothing contained in this document shall constitute a waiver of any rights that a client may have under federal and state securities laws.

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

Our fees will not be based upon a share of capital gains or capital appreciation (growth) of any portion of managed funds, also known as "performance-based fees." Performance-based compensation creates an incentive for a firm or their representatives to recommend an investment that may carry a higher degree of risk to a client. We do not use a performance-based fee structure because of the conflict of interest this type of fee structure poses.

Fees will not be based on side-by-side management, which refers to a firm simultaneously managing accounts that do pay performance-based fees (such as a hedge fund) and those that do not; this type of arrangement, and the conflict of interest it may pose, does not conform to our firm's practices.

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

The firm provides its services to individual investors, trusts, estates, small business retirement plans, and charitable organizations. Clients are expected to provide an adequate level of information and supporting documentation to the firm throughout the engagement. This information allows the firm to determine the appropriateness of its financial planning or a recommended investment strategy for the client or account; source of funds and/or income levels, client or legal agent's authority to act on behalf of the account, among others.

The firm does not require minimum income levels, dollar value of assets, or other conditions for its financial planning and investment consultation engagements. Certain investment vehicles that are

recommended by the firm may establish asset minimums and such guidelines will be identified in requisite disclosure documents provided to the client.

Integrated Financial Planning Solutions, LLC reserves the right to waive or reduce certain of its fees based on unique individual circumstances, special arrangements, pre-existing relationships or as otherwise may be determined by the firm principal. The firm also reserves the right to decline services to any prospective client for any reason.

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

### **Method of Analysis**

If the firm is engaged to provide investment consultation, the client's current financial situation, needs, goals, objectives and tolerance for risk are initially evaluated. Asset allocation and investment policy decisions are made and discussed with the client to, in the firm's best judgment, meet the client's objectives while minimizing risk exposure. Integrated Financial Planning Solutions, LLC typically employs fundamental analyses to develop long-term investment strategies.

Recommendations provided are based on publicly available reports, analysis and research materials, computerized asset allocation modeling programs, and various industry information services.

### **Investment Strategies**

Generally, portfolios are constructed by the firm based upon a "Core + Satellite" approach. This strategy blends passive (or index) and active investing; where passive investments represent the "core" of a portfolio and actively-managed investments are added as "satellite" positions. With this strategy, the portfolio core holdings are indexed to potentially more efficient asset classes; while outlying selections are generally limited to active managers that are attempting to outperform a particular benchmark, or a selection of particular positions to increase diversification, or to improve portfolio performance. For example, the firm will typically build the core of the client's portfolio with low-cost index funds or ETFs; satellite holdings include active investment managers with unique strategies that are believed capable of adding value beyond a stated benchmark over a full market cycle.

For clients who believe all markets are "efficient," the firm will design portfolios consisting entirely of passive investments. Conversely, for those clients who believe it is possible to select active managers who can consistently outperform their benchmark, the firm will build a portfolio comprised entirely of active funds, ETFs or individual securities.

Approximately 90% of the firm's current portfolio recommendations consist of open-end mutual funds, and an estimated 10% are ETFs/ETNs.

In the more recent "post-crisis world," the firm believes there are three key factors involved in investment allocation strategies, that: (1) market volatility remains historically high; (2) there are historically low interest rates, and (3) there is a renewed awareness of the potential for historical correlations to break down. In the current environment, traditional core holdings - especially long stocks - may be too volatile, especially for those nearing or just entering retirement. Further, the low rates on high-quality fixed-income securities make it more likely their long-term returns may be insufficient to provide strong risk-adjusted returns, even when accompanied by stocks. Therefore, the



firm believes that post-crisis core portfolios may benefit from certain revisions to “traditional asset allocation.”

The firm believes that each potential component of the “new core” includes an enhancement that may offer greater risk management better suited to today's environment. Components of the new core include hedged equity, where exposure to the growth potential of equities remains while hedges are incorporated to limit downside risk. Additionally, in selected circumstances, the firm may recommend funds that provide exposure to other non-correlating assets such as currencies, commodities, as well as the ability to take long-short positions with managed tight risk controls to limit volatility and the potential of extreme loss, an area where investors at or near retirement may want to avoid and are willing to pay for "insurance" against extreme swings in the markets that cannot be adequately predicted when based solely on normal return probabilities (“fat tail” risk).

### Risk of Loss

While Integrated Financial Planning Solutions, LLC believes its strategies and investment selection is designed to potentially produce the highest possible return for a given level of risk, it cannot warrant or guarantee that an investment objective or planning goal will be achieved. Some investment decisions made by the firm and/or client may result in loss, which may include the original principal invested. The client must be able to bear the various risks involved in the investment of account assets, which may include market; currency, interest rate, liquidity, operational or political risk, among others.

When the firm’s research and analyses is based upon commercially available software; rating services, general market and financial information, or due diligence reviews, the firm is relying upon the accuracy and validity of the information or capabilities being provided by selected vendors, rating services, market data, and the issuers themselves. The firm makes every effort to determine the accuracy of the information received, however, it cannot foretell events or actions taken or not taken, or the validity of all information it has researched or provided which may or may not affect the advice to or investment management of a client account or financial plan.

The challenge involved in employing fundamental analysis is that information obtained may be incorrect; the analysis may not provide an accurate estimate of earnings, which may be the basis for a security’s value. If a security’s price adjusts rapidly to new information, a fundamental analysis may result in unfavorable performance.

Strategies involving Core + Satellite investing may have the potential to be affected by “active risk” or “tracking error risk,” which might be defined as a deviation from the stated benchmark. Since the core portfolio attempts to closely replicate a stated benchmark, the source of the tracking error or deviation may come from a satellite portfolio or position, or from a “sample” or “optimized” index ETF/ETN that may not as closely align the stated benchmark. In these instances, the firm may choose to reduce the weighting of a satellite holding; utilize very active satellites, or use a “replicate index” ETF/ETN as part of its core holdings to minimize the effects of the tracking error in relation to the overall portfolio.

When employing an efficient markets strategy, an investor should consider the potential risk that their broader allocation may generate lower-than-expected returns than that from a specific asset, and that the risk on each type of asset is a deviation from the average return from the asset class. The firm believes this variance from the “expected return” is generally low under normal market conditions if the portfolio is made up of diverse, non-correlated assets.

Although not a common practice of the firm; those accounts that require the employment of more frequent trading strategies may result in additional transactional costs or create taxable events that will be borne by the client, potentially reducing or negating any benefit derived by shorter term investing. Further, while many ETFs/ETNs are known for their potential tax-efficiency and higher “qualified dividend income” (QDI) percentages, there are certain asset classes or holding periods within an ETF/ETN that may not benefit. Shorter holding periods and certain commodities and currencies may be considered nonqualified and the holding’s QDI will be considered if tax efficiency is an important aspect of the portfolio.

In addition, ETFs and mutual funds may carry additional expenses based on their share of operating expenses and certain brokerage fees, which may result in the potential duplication of certain fees. The risk of owning these types of holdings also reflects the risks of their underlying securities.

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

Neither Integrated Financial Planning Solutions, LLC nor any of its associated personnel have been the subject of a reportable legal or disciplinary event pursuant the Investment Advisers Act or similar state statute.

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

Neither the firm nor its associated persons are affiliated with or maintain a material relationship or arrangement with another financial industry entity. The firm’s policies require it and its personnel to conduct business activities in a manner that avoid actual or potential conflicts of interest between the firm, employees and clients, or that may otherwise be contrary to law. The firm will provide disclosure to its client prior to and throughout the term of an engagement of any conflicts of interest which will or may reasonably compromise its impartiality or independence.

Neither our firm nor a member of its management is, or has a material relationship with any of the following types of entities:

- broker/dealer, municipal securities dealer, or government securities dealer or broker;
- futures commission merchant, commodity pool operator, or commodity trading adviser;
- banking or thrift institution;
- lawyer or law firm;
- accountant or accounting firm;
- insurance company or agency;
- pension consultant;
- real estate broker or dealer;
- sponsor or syndicator of limited partnerships; or
- pooled investment vehicle (unit investment trust, private investment company or “hedge fund,” and offshore fund).

Upon your request, you may be provided a referral to various professionals, such as an accountant, attorney, or insurance professional. While these referrals are based on our best information, we do not guarantee the quality or adequacy of the work provided by these referred professionals. We do not have an agreement with or receive fees from these professionals for these informal referrals. Any fees charged by these other entities for their services are completely separate from fees charged by our firm.

The firm's principal is an independent director of a publically traded mutual fund family, and further details may be found in Item 19 of this brochure.

Certain jurisdictions require investment advisor representatives who offer guidance on issues related to life, health, annuity or long term care insurance to maintain an insurance license. Mr. Liechty maintains an insurance license for such purposes. He is not appointed with any insurance carrier, does not sell insurance products of any kind, and does not receive commissions for insurance policies on which he may offer guidance.

We may provide you with a recommendation to another registered investment adviser to assist you managing a part of or your entire portfolio. Should we ever provide you with such a recommendation, we will first ensure we have conducted what we believe is an appropriate level of due diligence on the recommended party, to include ensuring their firm is appropriately registered or notice-filed within your jurisdiction. Please note that we are not paid for this referral nor do we share in any fees these firms may receive in managing your investment account.

Mr. Liechty is a member of the U.S. SIF, a US-based association for professionals, firms, institutions and organizations engaged in socially responsible and sustainable investing. U.S. SIF members advance investment practices that consider environmental, social and corporate governance criteria to generate long-term competitive financial returns and positive societal impact; and its vision is a world in which investment capital helps build a sustainable and equitable economy. U.S. SIF members practice socially responsible and sustainable investing through methods such as portfolio selection analysis, shareholder advocacy, and community investing.

Mr. Liechty and Mr. Wieand are members of professional industry associations such as the National Association of Personal Financial Advisors (NAPFA) and the Certified Financial Planner Board of Standards, Inc., where his information may also be available on these association websites for public view.

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

#### **Code of Ethics**

The firm has adopted a Code of Ethics that sets forth the policies of ethical conduct for all personnel and accepts the obligation not only to comply with the mandates and requirements of all applicable laws and regulation but also to take responsibility to act in an ethical and professionally responsible manner in all professional services and activities. The firm's policies include the prohibition against insider trading, circulation of industry rumor, certain political contributions, among others.

An associate who is a CERTIFIED FINANCIAL PLANNER™ Practitioner (CFP®) also adhere to the Certified Financial Planner Board of Standards, Inc.'s Code of Ethics. These principles include:

#### **Principle 1 – Act with honesty, integrity, competence, and diligence.**

An adviser will act with integrity, which demands honesty and candor, which may not be subordinated to personal gain or advantage.

The Competence standard incorporates provisions requiring both knowledge and skill. It requires a CFP® professional, when not sufficiently competent, to gain competence, obtain assistance, limit or

terminate the Engagement, and/or refer the Client to a competent professional.

The Diligence standard sets forth a concise requirement: to provide Professional Services, including responding to reasonable Client inquiries, in a prompt and thorough manner.

**Principle 2 – Act in the client’s best interests.**

An adviser will place the interests of the Client above the interests of the CFP® professional and the CFP® Professional’s Firm. Additionally, an adviser will act without regard to the financial or other interests of the CFP® professional, the CFP® Professional’s Firm, or any other individual or entity other than the Client, which means that a CFP® professional acting under a Conflict of Interest continues to have a duty to act in the best interests of the Client and place the Client’s interest above the CFP® professional’s.

**Principle 3 – Exercise due care.**

The duty of care requires a CFP® professional to act with the care, skill, prudence and diligence that a prudent professional would exercise in light of the Client’s goals, risk tolerance, objectives, and financial and personal circumstances.

**Principle 4 – Avoid or disclose and manage conflicts of interest.**

A CFP® professional will be required to make full disclosure of all Material Conflicts of Interest that could affect the professional relationship, and provide sufficiently specific facts so that a reasonable Client would be able to understand the Material Conflicts of Interest and the business practices that give rise to the conflicts and give informed consent to such conflicts or reject them. A CFP® professional must make full disclosure and obtain the consent of the Client before providing any Financial Advice regarding which the CFP® professional has a Material Conflict of Interest.

**Principle 5 – Maintain the confidentiality and protect the privacy of client information.**

Advisers will take reasonable steps (directly or indirectly) to protect the security of the information and to adopt, implement, and provide notice to Clients of policies regarding the protection, handling, and sharing of the information.

**Principle 6 – Act in a manner that reflects positively on the financial planning profession and CFP® certification.**

Advisers will act in a manner that demonstrates exemplary professional conduct. Professionalism requires behaving with dignity and courtesy to all who use their services, fellow professionals, and those in related professions. Advisers cooperate with fellow advisers to enhance and maintain the profession’s public image and improve the quality of services.

We periodically review and amend our Code of Ethics to ensure that it remains current, and we require all firm access persons to attest to their understanding of and adherence to the Code of Ethics at least annually.

Our firm will provide a copy of its Code of Ethics to any client or prospective client upon request.

### Potential Conflicts of Interest

Not all organizational duties are segregated; we employ policies and procedures to ensure timely, accurate record keeping and supervision. Certain functions may be outsourced to assist in these efforts when deemed necessary.

All material conflicts of interest are disclosed to clients prior to and throughout the term of an engagement that will or may reasonably compromise the firm's impartiality or independence.

### Privacy Policy

All non-public, personal information exchanged between the client and the firm will be treated as confidential and will not be disclosed to third parties, except as expressly requested by the client or as required by law.

To ensure security and confidentiality, Integrated Financial Planning Solutions, LLC maintains physical, electronic, and procedural safeguards to protect the privacy of its clients. Identifiable information about the client or prospective client will be maintained during the span of the engagement and for the period thereafter as required by both securities industry and privacy laws. After that time, information may be destroyed per firm policy.

The firm's current privacy policy will be provided to clients under separate document at the beginning of the engagement; thereafter, annually or in advance of a policy change.

### Participation or Interest in Client Transactions

Neither Integrated Financial Planning Solutions, LLC nor any related person are authorized to recommend to a client, or effect a transaction for a client, involving any security in which the firm or a related person has a material financial interest, such as in the capacity as an underwriter, adviser to the issuer, etc. Additionally, employees are prohibited from taking or providing a loan from a client unless it is an approved financial institution.

### Personal Trading

The firm and its related persons may buy or sell securities similar to those recommended to clients for their accounts, and it may also make recommendations or take action with respect to investments for its clients that may differ in nature or timing from recommendations made to or actions taken for other clients or its employees. At no time, however, will the firm or any related party receive preferential treatment over its clients.

In an effort to reduce or eliminate certain conflicts of interest involving personal trading, firm policy may require the periodic utilization of published lists that restrict or prohibit transactions in specific reportable securities transactions. Any exceptions or trading pre-clearance must be approved by the firm principal in advance of the transaction in any related person's account. The firm maintains the required personal securities transaction records per regulation.

### **Item 12 - Brokerage Practices**

Integrated Financial Planning Solutions, LLC is not affiliated with any bank, custodian, or broker-dealer firm ("service providers"). When engaged to provide investment consultation services, the firm will first

offer to use the service provider with whom the prospective client's assets are currently maintained. Should the client prefer a new service provider, the firm's recommendation will be based on the need, overall cost, and ease of use for each client.

It is the firm's policy to restrict any non-cash compensation it may receive from any service provider (termed "soft dollars" in certain jurisdictions) to that which enhances its ability to render quality advice and service to all of its clients. Although the firm may recommend one or more service providers to its clients, it derives no special benefit from doing so, nor does it "pay up" to receive additional services.

#### Client Referrals

All compensation paid to the firm is paid directly by the client and, therefore, the firm does not receive any additional compensation when its clients engage a recommended custodian or other service provider.

#### Best Execution

In light of the nature of our services, we do not believe we are obligated to conduct "best execution" review of a client transaction under current industry guidelines.

#### Directed Brokerage

We do not require or engage in directed brokerage involving client accounts. Our clients are free to use any particular service provider to execute their transactions and they are responsible for negotiating any terms or arrangements for their account. We will not be obligated to conduct due diligence of the client's selected service provider, seek better execution services or prices from any provider, or aggregate client transactions for trade execution.

#### Aggregating Securities Transactions for Client Accounts

Our firm is not engaged for continuous investment supervisory services, nor does it have discretionary authority over an account and, therefore, we do not aggregate ("batch") trades on behalf of client accounts. Since your transactions may be completed independently at a service provider of your choice, you may potentially pay more for your transaction than those accounts where trades have been aggregated.

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

#### Periodic Reviews

The firm does not provide continuous monitoring and rebalancing of client accounts or portfolios. Periodic financial check-ups or portfolio reviews are recommended for financial planning and incidental investment consultation clients and it is the client's responsibility to initiate these reviews.

Certain clients may elect to grant the firm restricted, "view only" access to their brokerage account to facilitate a timely and efficient portfolio review. Such access does not imply that the firm is engaged in regular monitoring of client portfolios. Furthermore, the firm will not engage in any portfolio trading, whether discretionary or non-discretionary (see Item 16).

Clients are reminded to notify Integrated Financial Planning Solutions, LLC of any changes in their financial situation, investment objectives, or account restrictions. A new or amended engagement agreement may be required.

#### Content of Client Provided Reports and Frequency

If you have opened and maintained an investment account on your own or with our assistance, you will receive account statements sent directly from mutual fund companies, transfer agents, custodians or brokerage companies where your investments are held. We urge you to carefully review these statements for accuracy and clarity, and to ask questions when something is not clear.

We may provide portfolio reports if we are engaged to provide periodic asset allocation or investment advice; however, we do not provide ongoing performance reporting under our financial planning and investment consultation services engagements.

All firm performance reports, if provided by our firm, will be prepared in accordance with appropriate jurisdictional guidance. Clients are urged to carefully review and compare account statements that they have received directly from their service provider with any report received from our firm.

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

The firm does not currently engage in solicitation activities as defined by statute, nor does it pay a direct or indirect fee for referrals.

As earlier stated, Integrated Financial Planning Solutions, LLC and certain associated personnel are members of NAPFA and other noted professional associations. An added benefit these entities provide to the investing public is the availability of an electronic map or listing on their websites that allow interested parties (prospective clients) to search for participant firms (such as Integrated Financial Planning Solutions, LLC) or individual financial planners within a selected state or region. The map or list may note firm or individual financial planner contact information, and these passive websites may also provide means for interested persons to contact a firm or planner via electronic mail or telephone number so that the interested person may interview the participant firm or planner. Members of the public may also choose to telephone association staff to inquire about a firm or individual planner within their area, and would receive the same or similar information.

Prospective clients locating Integrated Financial Planning Solutions, LLC or an individual associate via any of the noted venues are not actively marketed by these associations to meet with the firm or its associates; nor do clients or prospective clients pay more for their services than another client who may be referred in another fashion, such as through a personal referral. Further, the firm does not pay these associations for prospective client referrals nor is there a fee-sharing arrangement reflective of a solicitor engagement.

#### **Item 15 - Custody**

Client funds and securities will be maintained by unaffiliated, qualified custodians; banks, broker-dealers, mutual fund company, or transfer agent; not with or by Integrated Financial Planning Solutions, LLC or any of its associates. The firm will not accept or forward client assets (i.e., stock certificates, etc.) errantly delivered to the firm.

At no time will a firm employee be authorized to have knowledge of a client's account access information (i.e., online 401(k) or personal brokerage accounts), even for an accommodation of the client or their legal agent.

Firm policies restrict the firm and its associated persons from acting as trustee for or having general power of attorney over a client account.

Firm fees are not to be collected for its services to be performed more than six months in advance and in excess of \$500.

Clients that have engaged the firm for investment consultation services are provided with transaction confirmations and summary account statements sent directly from their selected service provider. Typically, these statements are provided on a monthly or quarterly basis, or as transactions occur. Client statements are not created or duplicated by the firm for any account.

#### **Item 16 - Investment Discretion**

The firm does not directly provide continuous investment management or investment supervisory services and, therefore, does not engage in discretionary trading within a client account.

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

The firm does not vote client proxies nor do we offer advice on the voting of proxies. Clients maintain exclusive responsibility for directing the manner in which proxies solicited by issuers of securities beneficially owned by the client shall be voted as well as making all other elections relative to mergers, acquisitions, tender offers or other events pertaining to the client's investment assets.

The firm will have no power, authority, responsibility, or obligation to take any action with regard to any claim or potential claim in any bankruptcy proceeding, class action securities litigation or other litigation or proceeding relating to securities held at any time in a client account, including, without limitation, to file proofs of claim or other documents related to such proceeding, or to investigate, initiate, supervise or monitor class action or other litigation involving client assets.

If the firm receives correspondence for a client relating to the voting of their securities, class action litigation, or other corporate actions, it will typically forward the correspondence to the client or another entity (i.e., client counsel, etc.) if so directed.

#### **Item 18 – Financial Information**

Our firm will not take physical custody of your assets. We may have constructive custody by having the ability to withdraw our advisory fees from your account; however, fee withdrawals must be done through a qualified intermediary (e.g., custodian of record) with your prior written approval, and following your receipt of our invoice.

We will not collect fees from you of \$500 or more for advisory services we will perform six months or more in advance.

Neither the firm nor its management serve as general partner for a partnership or trustee for a trust in which the firm's advisory clients are either partners of the partnership or beneficiaries of the trust.



Due to the nature of the firm's services and operational practices, an audited balance sheet is not required by statute nor included with this brochure.

The firm and its management do not have a financial condition likely to impair our ability to meet financial commitments to our clients; neither the firm nor its management has been the subject of a bankruptcy petition during the past 10 years.

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

Please see the accompanying Form ADV Part 2B Advisory Personnel Supplement for required disclosures about each firm principal.

# Integrated Financial Planning Solutions, LLC

**John Liechty, CFP<sup>®</sup>, ChFC<sup>®</sup>, CLU<sup>®</sup>**

Managing Member, Firm Principal, Investment Advisor Representative

Form ADV Part 2B  
Advisory Personnel Brochure Supplement  
January 31, 2019

**This brochure supplement provides information about John Liechty, CFP<sup>®</sup>, ChFC<sup>®</sup>, CLU<sup>®</sup> that supplements the Integrated Financial Planning Solutions, LLC Form ADV Part 2A brochure. You should have received a copy of that brochure. Please contact John Liechty at (574) 975-3682 if you did not receive the full brochure or if you have any questions about the contents of this supplement.**

**Additional information about Integrated Financial Planning Solutions, LLC and John Liechty is available on the Securities and Exchange Commission's (SEC) website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

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

Year of Birth: 1954

CRD Number: 2413363

### **Formal Education after High School**

CERTIFIED FINANCIAL PLANNER™, CFP® - Certified Financial Planner Board of Standards, Inc.

The Endowment Investment Institute - Yale University School of Management

Chartered Financial Consultant® (ChFC®) - The American College; Bryn Mawr, PA

Chartered Life Underwriter® (CLU®) - The American College; Bryn Mawr, PA

Bachelor of Arts in Business Administration - Bluffton College; Bluffton, OH

### **Business Experience (Previous Five Years or More)**

Integrated Financial Planning Solutions, LLC: Principal; Goshen, IN (2010-Present)

Integrated Investment Solutions: Principal; Goshen, IN (2009-Present)

MMA Praxis Mutual Funds: SVP of Financial Services/President; Goshen, IN (1997-2008)

## **Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose certain material facts regarding any legal or disciplinary events that would be material to your evaluation of each officer or a supervised person providing investment advice. John Liechty has not been the subject of any such event requiring disclosure.

## **Item 4 – Other Business Activities**

John Liechty is not registered, nor has an application pending to register, as a registered representative of a broker/dealer or associated person of a futures commission merchant, commodity pool operator, or commodity trading advisor. Therefore, he does not receive commissions, bonuses or other compensation based on the sale of securities, including that as a registered representative of a broker/dealer or the distribution or service (“trail”) fees from the sale of mutual funds.

Mr. Liechty is also Founder and Principal of Integrated Investment Solutions, a consulting firm that renders business planning advice to several family-owned businesses. He serves as an Independent Director of the Pax World family of mutual funds. Mr. Liechty may be paid a fee for those services or roles described. Should these roles or relationships involve clients of Integrated Financial Planning Solutions, LLC, he will disclose the potential material conflict of interest (if any) prior to the engagement as well as any additional fees he may receive due to the multiple relationships. The firm or Mr. Liechty may choose to offset or defer certain fees when deemed necessary.

Neither John Liechty nor the firm has another reportable material relationship with an issuer of a security.

### **Item 5 – Additional Compensation**

Neither our advisory firm nor John Liechty is compensated for advisory services involving performance-based fees. In addition, firm policy does not allow associated persons to accept or receive additional economic benefit, such as sales awards or other prizes, for providing advisory services to firm clients. Aside from the relationship with Pax World described in the previous section, he has no material relationship with the issuer of a security.

### **Item 6: Supervision**

Mr. Liechty serves in multiple capacities with the firm: Managing Member; Firm Principal, Financial Planner and Investment Adviser Representative. The firm recognizes that not having all organizational duties segregated may potentially create a conflict of interest; the firm employs policies and procedures to ensure timely, accurate record keeping and supervision. Certain functions may be outsourced to qualified entities to assist in these efforts when deemed necessary.

Questions relative to the firm, staff, its services, or this ADV Part 2 and its attached Advisory Personnel Brochure Supplement may be made to the attention of Mr. Liechty at (574) 975-3682. Additional information about the firm, other advisory firms, or an associated representative is available at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). A search for firms or associated personnel can be accomplished by name or firm identifier, known as an IARD number. The IARD number for Integrated Financial Planning Solutions, LLC is 153824, Mr. Liechty's reference number is 2413363.

The business and disciplinary history, if any, of an investment advisory firm and its representatives may also be obtained by calling the Indiana Securities Division at (317) 232-6681.

### **Information about Professional Designations**

**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 69,000 individuals have obtained CFP® certification in the United States.

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

**Education** – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

**Examination** – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to

correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;

Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and

Ethics – Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

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

Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and

Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

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

**The Chartered Financial Consultant® (ChFC®)** designation has been a mark of excellence for almost 30 years and currently requires nine college-level courses, the most of any financial planning credential. Average study time to earn the ChFC® exceeds 450 hours. Required courses cover extensive education and application training in financial planning, income taxation, investments, and estate and retirement planning. Additional electives are chosen from such topics as macroeconomics, financial decisions for retirement, and executive compensation. ChFC® designees must meet experience requirements and adhere to continuing education and ethical standards. The credential is awarded by The American College®, a non-profit educator with an 84-year heritage and the highest level of academic accreditation.

**The Chartered Life Underwriter® (CLU®)** professional designation is offered through The American College® and each designee must successfully complete all eight program courses; have at least three years of full-time business experience or alternative educational requirements; maintain continuing education requirements and ongoing ethics standards; as well as agree to comply with The American College Code of Ethics and Procedures.

# Integrated Financial Planning Solutions, LLC

**Aaron Wieand, CPA/PFS, CFP®**

Managing Member, Investment Advisor Representative

Form ADV Part 2B  
Advisory Personnel Brochure Supplement  
January 31, 2019

**This brochure supplement provides information about Aaron Wieand, CPA/PFS, CFP® that supplements the Integrated Financial Planning Solutions, LLC Form ADV Part 2A brochure. You should have received a copy of that brochure. Please contact John Liechty, CFP® at (574) 975-3682 if you did not receive the full brochure or if you have any questions about the contents of this supplement.**

**Additional information about Integrated Financial Planning Solutions, LLC and Aaron Wieand is available on the Securities and Exchange Commission's (SEC) website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

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

Year of Birth: 1981

CRD Number: 6405872

### **Formal Education after High School**

CERTIFIED FINANCIAL PLANNER™, CFP® - Certified Financial Planner Board of Standards, Inc.

Certified Public Accountant (CPA) – State of Indiana Board of Accountancy

Personal Financial Specialist (PFS) – The American Institute of Certified Public Accountants (AICPA)

Bachelor of Arts in Accounting: Goshen College, Goshen, IN

### **Business Experience (Previous Five Years)**

Integrated Financial Planning Solutions, LLC; Goshen IN (2014-Present)

Managing Member, Investment Advisor Representative

Cambia Health Solutions; Portland, OR (2014-Present)

Lead Strategic Finance Analyst

Patrick Industries, Inc.; Elkhart, IN (2012-2014)

Division Controller

## **Item 3 – Disciplinary Information**

Registered investment advisers are required to disclose certain material facts regarding any legal or disciplinary events that would be material to your evaluation of each officer or a supervised person providing investment advice. Aaron Wieand has not been the subject of any such event requiring disclosure.

## **Item 4 – Other Business Activities**

Aaron Wieand is not registered, nor has an application pending to register, as a registered representative of a broker/dealer or associated person of a futures commission merchant, commodity pool operator, or commodity trading advisor. Therefore, he does not receive commissions, bonuses or other compensation based on the sale of securities, including that as a registered representative of a broker/dealer or the distribution or service (“trail”) fees from the sale of mutual funds.

Mr. Wieand serves as a Strategic Finance Consultant on a periodic basis for Cambia Health Solutions, a health insurance company based in Portland, Oregon. This consultant role is not investment related and is not believed to pose a conflict with his role with Integrated Financial Planning Solutions, LLC or impede his ability to adequately serve the needs of firm clients. There is no relationship between Cambia Health Solutions and the firm, and no client referrals are made by either entity to the other.

Neither Aaron Wieand nor the firm has another reportable material relationship with an issuer of a security.

### **Item 5 – Additional Compensation**

Neither our advisory firm nor Aaron Wieand is compensated for advisory services involving performance-based fees. In addition, firm policy does not allow associated persons to accept or receive additional economic benefit, such as sales awards or other prizes, for providing advisory services to firm clients.

### **Item 6: Supervision**

The firm supervises Mr. Wieand by requiring that he adhere to our processes and procedures as described in our firm's Code of Ethics and procedural guidelines. We will monitor the advice that he may provide clients by performing the following ongoing reviews:

- Account opening documentation when the relationship is established,
- Review of financial plans and/or investment account transactions,
- A review of client communications on an as needed basis, and
- Periodic office reviews where required by policy or regulation.

John Liechty, CFP® serves as Mr. Wieand's supervisor. Questions relative to our firm, its services, our Form ADV Part 2A, or an associate's ADV Part 2B, may be made to the attention of Mr. Liechty at (574) 975-3682.

Additional information about the firm, other advisory firms, or associated investment advisor representatives, including Mr. Wieand, is available on the Internet at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). A search of this site for firms or their associated personnel can be accomplished by name or a unique firm identifier. Mr. Wieand's CRD number is 6405872, and the IARD number for Integrated Financial Planning Solutions, LLC is 153824.

The business and disciplinary history, if any, of an investment advisory firm and its representatives may also be obtained by calling the Indiana Securities Division at (317) 232-6681.

### **Information about Professional Designations**

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 (4) ethical requirements that govern professional engagements with clients. Currently, more than 69,000 individuals have obtained CFP® certification in the United States.

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

**Education** – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board's studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor's Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board's financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

**Examination** – Pass the comprehensive CFP® Certification Examination. The examination, administered in 10 hours over a two-day period, includes case studies and client scenarios designed to test one's ability to



correctly diagnose financial planning issues and apply one's knowledge of financial planning to real world circumstances;

Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and

Ethics – Agree to be bound by CFP Board's *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP® professionals.

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

Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the *Code of Ethics* and other parts of the *Standards of Professional Conduct*, to maintain competence and keep up with developments in the financial planning field; and

Ethics – Renew an agreement to be bound by the *Standards of Professional Conduct*. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

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

**Certified Public Accountants (CPAs)** are licensed and regulated by their state boards of accountancy. While state laws and regulations vary, the education, experience and testing requirements for licensure as a CPA generally include minimum college education (typically 150 credit hours with at least a baccalaureate degree and a concentration in accounting), minimum experience levels (most states require at least one year of experience providing services that involve the use of accounting, attest, compilation, management advisory, financial advisory, tax or consulting skills, all of which must be achieved under the supervision of or verification by a CPA), and successful passage of the Uniform CPA Examination.

In order to maintain a CPA license, states generally require the completion of 40 hours of continuing professional education (CPE) each year (or 80 hours over a two year period or 120 hours over a three year period). Additionally, all American Institute of Certified Public Accountants (AICPA) members are required to follow a rigorous Code of Professional Conduct which requires that they act with integrity, objectivity, due care, competence, fully disclose any conflicts of interest (and obtain client consent if a conflict exists), maintain client confidentiality, disclose to the client any commission or referral fees, and serve the public interest when providing financial services. Most state boards of accountancy have adopted the AICPA's Code of Professional Conduct within their state accountancy laws or have created their own.

**Personal Financial Specialist (PFS)** The PFS credential demonstrates that an individual has met the minimum education, experience and testing required of a CPA in addition to a minimum level of expertise in personal financial planning. To attain the PFS credential, a candidate must hold an unrevoked CPA license, certificate, or permit, none of which are in inactive status; fulfill 3,000 hours of personal financial planning business experience; complete 75 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 the *Statement on Standards in Personal Financial Planning Services*, when providing personal financial planning services. To maintain their PFS credential, the recipient must complete 60 hours of financial planning CPE credits every three years. The PFS credential is administered through the AICPA.