

Firm Brochure
(Part 2A of Form ADV)

Olson Tax & Financial Planning, LLC
106-19 Metropolitan Ave.
Forest Hills, NY 11375
Tel. 718.551.8244
Fax 718.263.8031
www.olsontfp.com
danolson@olsontfp.com

This brochure provides information about the qualifications and business practices of OLSON TAX & FINANCIAL PLANNING, LLC. If you have any questions about the contents of this brochure, please contact us at: 718.551.8244 or by email at danolson@olsontfp.com. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission, or by any state securities authority.

Additional information about OLSON TAX & FINANCIAL PLANNING, LLC is available on the SEC's website at www.adviserinfo.sec.gov

January 26, 2016

Material Changes

Annual Update

The Material Changes section of this brochure will be updated annually when material changes occur since the previous release of the Firm Brochure.

Material Changes since the Last Update

The U.S. Securities and Exchange Commission issued a final rule in July 2010 requiring advisers to provide a Firm Brochure in narrative “plain English” format. The new final rule specifies mandatory sections and organization.

Full Brochure Available

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 718.551.8244 or by email at: DANOLSON@OLSONTFP.COM.

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Advisory Business

Firm Description

OLSON TAX & FINANCIAL PLANNING, LLC was founded in 2008.

OLSON TAX & FINANCIAL PLANNING, LLC provides personalized, confidential financial planning and investment management to individuals, pension and profit sharing plans, trusts, estates, nonprofit organizations and small businesses. Advice is provided through consultation with the client and may include: determination of financial objectives, identification of financial problems, cash flow management, tax planning, insurance review, investment management, education funding, retirement planning, and estate planning.

OLSON TAX & FINANCIAL PLANNING, LLC is strictly a fee-only financial planning and investment management firm. The firm does not receive commissions for purchasing or selling annuities, insurance, stocks, bonds, mutual funds, limited partnerships, or other commissioned products. The firm is not affiliated with entities that sell financial products or securities. No commissions in any form are accepted. No finder's fees are accepted.

Investment advice is an integral part of financial planning. In addition, OLSON TAX & FINANCIAL PLANNING, LLC advises clients regarding cash flow, college planning, retirement planning, tax planning and estate planning.

While investment advice is provided, the client makes the final decision on investment selection. OLSON TAX & FINANCIAL PLANNING, LLC does not act as a custodian of client assets. The client always maintains asset control. OLSON TAX & FINANCIAL PLANNING, LLC places trades for clients under a limited power of attorney.

A written evaluation of each client's initial situation is provided to the client, often in the form of a net worth statement. Periodic reviews are also communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur but are not necessarily communicated to the client unless immediate changes are recommended.

Other professionals (e.g., lawyers, accountants, insurance agents, etc.) are engaged directly by the client on an as-needed basis. Conflicts of interest will be disclosed to the client in the unlikely event they should occur.

The initial meeting, which may be by telephone, is free of charge and is considered an exploratory interview to determine the extent to which financial planning and investment management may be beneficial to the client.

Principal Owners

Daniel D. Olson is a 95% partner and the principal owner.

Types of Advisory Services

OLSON TAX & FINANCIAL PLANNING, LLC provides three primary services:

- 1) Financial planning: on more than an occasional basis, OLSON TAX & FINANCIAL PLANNING, LLC furnishes advice to clients on matters not involving securities, such as financial planning matters, taxation issues, and trust services that often include estate planning; and
- 2) Investment management: investment supervisory services, also known as asset management services; manages investment advisory accounts not involving investment supervisory services; furnishes investment advice through consultations; and provides charts, graphs, formulas, or other devices which clients may use to evaluate securities; and
- 3) Tax preparation: tax returns may be prepared and filed for individuals, families, small businesses and small nonprofits.

In addition to these services, OLSON TAX & FINANCIAL PLANNING, LLC publishes a complimentary, periodic newsletter that integrates the three components of financial health: financial planning, investment management and tax planning.

Tailored Relationships

The goals and objectives for each client are documented in our client relationship management system. Investment policy statements are created that reflect the stated goals and objectives. Clients may impose restrictions on investing in certain securities or types of securities.

Agreements may not be assigned without client consent.

Types of Agreements

The following agreements define the typical client relationships.

Financial Planning Agreement

A financial plan is designed to help the client with all aspects of financial planning without ongoing investment management after the financial plan is completed.

The financial plan may include, but is not limited to: a net worth statement; a cash flow statement; a review of investment accounts, including reviewing asset allocation and providing repositioning recommendations; strategic tax planning; a review of retirement accounts and plans including recommendations; a review of insurance policies and recommendations for changes, if necessary; one or more retirement scenarios; estate planning review and recommendations; and education planning with funding recommendations.

Detailed investment advice and specific recommendations are provided as part of a financial plan. Implementation of the recommendations is at the discretion of the client; however, the financial plan may include guided implementation of investment portfolio rebalancing.

The fee for a financial plan is predicated upon the facts known at the start of the engagement. The minimum fee is \$2,500 and is negotiable. Since financial planning is a discovery process, situations may occur wherein the client is unaware of certain financial exposures or predicaments.

In the event that the client's situation is substantially different than disclosed at the initial meeting, a revised fee will be provided for mutual agreement. The client must approve the change of scope in advance of the additional work being performed when a fee increase is necessary.

In a financial planning arrangement, implementation and monitoring are important phases that continue after the plan is delivered. Fees for ongoing financial planning only are \$350 a quarter billed in advance. After delivery of a financial plan, future face-to-face meetings may be scheduled as necessary for up to one month.

Advisory Service Agreement

Some clients choose to have OLSON TAX & FINANCIAL PLANNING, LLC manage their assets in order to obtain ongoing in-depth advice and financial plan implementation. All aspects of the client's financial affairs are reviewed, including those of their children or dependents. Realistic and measurable goals are set and objectives to reach those goals are defined. As goals and objectives change over time, suggestions are made and implemented on an ongoing basis.

The scope of work and fee for an Advisory Service Agreement is provided to the client in writing prior to the start of the relationship. An Advisory Service Agreement includes: cash flow management; insurance review; investment management (including performance reporting); education planning; retirement planning; estate planning; and tax preparation, as well as the implementation of recommendations within each area.

The annual Advisory Service Agreement fee is based on a percentage of the investable assets according to the following schedule:

- 0.30% on financial assets up to \$2,000,000); and
- 0.25% on the assets above \$2,000,000.

The minimum annual fee is \$3,000. Fees are negotiable. Current client relationships may exist where the fees are higher or lower than the fee schedule above. Fees are calculated each calendar quarter based on investable assets as of the last day of the prior quarter and are compensation for the coming quarter.

Although the Advisory Service Agreement is an ongoing agreement and constant adjustments are required, the length of service to the client is at the client's discretion. The client or the investment manager may terminate an Agreement by written notice to the other party. At termination, fees will be billed on a pro rata basis for the portion of the quarter completed. The portfolio value at the completion of the prior full billing quarter is used as the basis for the fee computation, adjusted for the number of days during the billing quarter prior to termination.

Tax preparation work is performed as an integral part of some Advisory Service Agreements. Applicable federal and state tax returns may be prepared and filed electronically without an additional fee.

Retainer Agreement

A Retainer Agreement may be executed in lieu of an Advisory Service Agreement when it is more appropriate to work on a fixed-fee basis. The annual fee for a Retainer Agreement is \$2,500 and is negotiable.

Investment Management Agreement

An Investment Management Agreement may be executed when financial planning is not provided as part of the relationship. The annual fee and terms of service for an Investment Management Agreement are the same as stated in the section above entitled "Advisory Service Agreement" and are negotiable.

Tax Preparation Engagement Letter

The standalone preparation of tax returns is performed pursuant to a written engagement agreement that outlines the mutual responsibilities for preparing and filing the federal and state tax returns. If tax preparation is included as a service under the other agreements, then those agreements will address tax preparation activities. Standalone tax preparation fees begin at \$275 and the total fee is based on the forms required and the extent of time involved. Fees are negotiable.

Hourly Planning Engagements

OLSON TAX & FINANCIAL PLANNING, LLC provides hourly planning services for clients who need advice on a limited scope of work. The hourly rate for limited scope engagements is \$175 with a minimum of two hours.

Asset Management

Assets are invested primarily in no-load or low-load mutual funds and exchange-traded funds, usually through discount brokers or mutual fund companies. Fund companies charge each fund shareholder an investment

management fee that is disclosed in the fund prospectus. Discount brokerages may charge a transaction fee for the purchase of some funds.

Stocks and bonds may be purchased or sold through a brokerage account when appropriate. Clients may incur brokerage firm charges for stock and bond trades. OLSON TAX & FINANCIAL PLANNING, LLC does not receive any compensation, in any form, from fund companies.

Investments may also include: equities (stocks), warrants, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities (variable life insurance, variable annuities, and mutual funds shares), U. S. government securities, options contracts, futures contracts, and interests in partnerships.

Initial public offerings (IPOs) and private placements are not available through OLSON TAX & FINANCIAL PLANNING, LLC.

Please see the section "Brokerage Practices" hereafter for more information.

As of December 31, 2015, OLSON TAX & FINANCIAL PLANNING, LLC managed approximately \$4.8 million in assets for 6 clients. Approximately \$4.8 million is managed on a discretionary basis, and \$0 million is managed on a non-discretionary basis.

Wrap Fee Programs

OLSON TAX & FINANCIAL PLANNING, LLC does not participate in wrap fee programs.

Termination of Agreement

A Client may terminate any of the aforementioned agreements at any time by notifying OLSON TAX & FINANCIAL PLANNING, LLC in writing and paying the rate for the time spent on the investment advisory engagement prior to notification of termination. If the client made an advance payment, OLSON TAX & FINANCIAL PLANNING, LLC will refund any unearned portion of the advance payment.

OLSON TAX & FINANCIAL PLANNING, LLC may terminate any of the aforementioned agreements at any time by notifying the client in writing. If the client made an advance payment, OLSON TAX & FINANCIAL PLANNING, LLC will refund any unearned portion of the advance payment.

Fees and Compensation

Description

OLSON TAX & FINANCIAL PLANNING, LLC bases its fees on a percentage of assets under management, hourly charges and fixed fees.

Some Retainer Agreements may be priced based on the complexity of work, especially when asset management is not the most significant part of the relationship.

Financial plans are priced according to the degree of complexity associated with the client's situation. Here is a summary of fees, although fees may be negotiable based on the complexity of work:

For Investment Management:

The annual Advisory Service Agreement fee is based on a percentage of the investable assets according to the following schedule:

0.30% on financial assets up to \$2,000,000); and

0.25% on the assets above \$2,000,000.

Minimum fee is \$750 quarterly or \$3,000 per year. All fees are paid in advance.

For Financial Planning:

Standard fee is \$2,500. Ongoing financial planning based on this plan is \$350 quarterly or \$1,400 per year. Fees may be higher based on anticipated complexity of work.

For Tax Preparation:

Fees for basic tax returns begin at \$275 but some returns will be more based on complexity including: business income, rental income, partnership income, multiple states, etc.

Fee Billing

Investment management fees and ongoing financial planning fees are billed quarterly, in advance, meaning that we invoice you before the three-month billing period has begun. The fee is calculated based on the value of the managed assets at the end of the previous calendar quarter (March 31st, June 30th, September 30th, and December 31st). Payment in full is expected upon invoice presentation. Fees are payable by check drawn on a US bank.

Fees for financial plans are typically billed 50% in advance, with the balance due in two additional payments including upon final delivery of the plan.

Fees for tax returns are due upon completion of the return prior to filing.

If an advisory or other contract is terminated before the end of the billing period, the unused portion of fees collected in advance will be refunded within 30 days.

Other Fees

Custodians may charge transaction fees, including brokerage fees, on purchases or sales of certain mutual funds and exchange-traded funds. These transaction charges are usually small and incidental to the purchase or sale of a security. Custodians may also charge a fee for transferring assets to another custodian. The selection of a security or consolidation of accounts is typically more important than the nominal fee that the custodian charges to buy or sell the security or transfer an account. See the section “Brokerage Practices” below for a complete discussion of brokerage relationships.

OLSON TAX & FINANCIAL PLANNING, LLC, in its sole discretion, may waive its minimum fee and/or charge a lesser investment advisory fee based upon certain criteria (e.g. historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, etc.).

New Advisory Service Agreement fees are calculated on a formula basis and adjusted for complexity of individual situations. The formula is based on gross income, gross assets and other financial considerations.

Expense Ratios

Mutual funds and exchange traded funds generally charge a management fee for their services as investment managers. The management fee is called an expense ratio. For example, an expense ratio of 0.50 means that the mutual fund company charges 0.5% for their services. These expenses are in addition to the fees paid by you to OLSON TAX & FINANCIAL PLANNING, LLC.

Performance figures quoted by mutual fund companies in various publications are after their fees have been deducted but before deduction of any fees paid to OLSON TAX & FINANCIAL PLANNING, LLC.

Past Due Accounts and Termination of Agreement

OLSON TAX & FINANCIAL PLANNING, LLC reserves the right to stop work on any account that is more than 90 days overdue. In addition, OLSON TAX & FINANCIAL PLANNING, LLC reserves the right to terminate any financial planning engagement where a client has willfully concealed or has refused to provide pertinent information about financial situations when necessary and appropriate, in OLSON TAX & FINANCIAL PLANNING, LLC’s judgment, to providing proper financial advice. Any unused portion of fees collected in advance will be refunded within 30 days.

Performance-Based Fees

Sharing of Capital Gains

Fees are not based on a share of the capital gains or capital appreciation of managed securities.

OLSON TAX & FINANCIAL PLANNING, LLC does not use a performance-based fee structure because of the potential conflict of interest. Performance-based compensation may create an incentive for the adviser to recommend an investment that may carry a higher degree of risk to the client.

Types of Clients

Description

OLSON TAX & FINANCIAL PLANNING, LLC generally provides investment advice to individuals, trusts, estates, charitable organizations, churches and small business entities.

Client relationships vary in scope and length of service.

Account Minimums

There is no minimum amount of investable assets, but clients receiving ongoing asset management services will be assessed a \$3,000 minimum annual fee.

Clients with assets below the minimum account size may pay a higher percentage rate on their annual fees than the fees paid by clients with greater assets under management.

Methods of Analysis, Investment Strategies and Risk of Loss

Methods of Analysis

Security analysis methods may include fundamental analysis and technical analysis. Fundamental analysis is a method of evaluating securities by attempting to measure the intrinsic value of a stock. Fundamental analysts study everything from the overall economy and industry conditions to the financial condition and management of companies. Technical analysis is the evaluation of securities by means of studying statistics generated by market activity, such as past prices and volume.

The main sources of information include financial newspapers and magazines, research materials prepared by others, corporate rating services, annual reports, prospectuses, filings with the Securities and Exchange Commission, and company press releases.

Other sources of information that OLSON TAX & FINANCIAL PLANNING, LLC may use include research, reports and data prepared by The Vanguard Group and Morningstar, Inc.

Investing in securities, including mutual funds and exchange traded funds, involves the risk of loss.

Investment Strategies

OLSON TAX & FINANCIAL PLANNING, LLC believes that an appropriately diversified portfolio based on a client's age, life goals and investment risk tolerance is best. The advisor and the client will agree on an investment allocation among various asset classes and will revisit the agreed upon allocation on an ongoing basis but at least every three years. Portfolio rebalancing is a vital part of the investment strategy and will be performed with reference to economic conditions and market trends. Rebalancing options will be reviewed at least quarterly and rebalancing to the client's agreed investment allocation will be performed when asset allocations fall outside of the agreed on targets, with consideration given to tax and trading costs.

The primary investment strategy used on client accounts is strategic asset allocation utilizing a core and satellite approach. This means that we use passively-managed index and exchange-traded funds as the core investments, and then add actively-managed or specialized funds where there are greater opportunities to make a difference. Portfolios are globally diversified to control the risk associated with traditional markets.

Low cost, passive investment funds are the recommended core of the client's portfolio. Clients who wish to accept more risk may choose to invest in individual mutual funds, ETFs or securities. OLSON TAX & FINANCIAL PLANNING, LLC does not normally recommend individual stocks or bonds.

The investment strategy for a specific client is based upon the objectives stated by the client during consultations. The client may change these objectives at any time. Each client executes an Investment Policy Statement that documents their objectives and their desired investment strategy.

On rare occasions, other strategies may include long-term purchases, short-term purchases, trading, short sales, margin transactions, and option writing (including covered options, uncovered options or spreading strategies).

Risk of Loss

All investment strategies have certain risks that are borne by the investor. Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

- **Interest-rate Risk:** Fluctuations in interest rates may cause investment prices to fluctuate. For example, when interest rates rise, yields on

existing bonds become less attractive, causing their market values to decline.

- **Market Risk:** The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.
- **Inflation Risk:** When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- **Currency Risk:** Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- **Reinvestment Risk:** This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of return (i.e. interest rate). This primarily relates to fixed income securities.
- **Business Risk:** These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it, a lengthy process, before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- **Liquidity Risk:** Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.
- **Financial Risk:** Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

The OLSON TAX & FINANCIAL PLANNING, LLC investment strategy is focused on client-appropriate asset allocations using diversified mutual funds. This strategy typically reduces risks from owning individual securities such as business risk, liquidity risk and financial risk. However, it is difficult to avoid market risk and the impact of inflation broadly on investment returns. The bond asset allocation is also specifically subject to interest rate risk, even when it is broadly diversified as to business, reinvestment and financial risks.

Investing in any security involves risk that clients should understand and be prepared to bear.

Disciplinary Information

Legal and Disciplinary

The firm and its employees have not been involved in legal or disciplinary events related to past or present investment clients.

Other Financial Industry Activities and Affiliations

Financial Industry Activities

OLSON TAX & FINANCIAL PLANNING, LLC is not involved in any other financial industry activities.

Affiliations

OLSON TAX & FINANCIAL PLANNING, LLC does not maintain any other financial industry affiliations

Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

Code of Ethics

Daniel D. Olson and the employees, of OLSON TAX & FINANCIAL PLANNING, LLC, if any, have committed to the Code of Ethics related to his professional designations including those of the Chartered Financial Analyst (CFA) and CERTIFIED FINANCIAL PLANNER (CFP®) professional. The CFA “Code of Ethics and Standards of Professional Conduct” can be found at www.cfainstitute.org. The CFP® professional “Standards of Professional Conduct” can be found at www.cfp.net/aboutus. With respect to tax preparation, the firm is governed by Treasury Department Circular No. 230 (Regulations Governing Practice before the Internal Revenue Service).

To the extent not covered by those “Codes,” OLSON TAX & FINANCIAL PLANNING, LLC also adheres to the Fiduciary Standard. As a fiduciary, Daniel D. Olson and all employees, if any, are required to act with undivided loyalty to the client. This includes disclosure of how compensation is received and any corresponding conflicts of interest.

Participation or Interest in Client Transactions

OLSON TAX & FINANCIAL PLANNING, LLC and its employees may buy or sell securities that are also held by clients. Employees may not trade their

own securities ahead of client trades. Employees may not recommend, buy or sell for client accounts securities in which they have a material financial interest. Employees comply with the provisions of the OLSON TAX & FINANCIAL PLANNING, LLC *Compliance Manual*.

Personal Trading

The Chief Compliance Officer of OLSON TAX & FINANCIAL PLANNING, LLC is Daniel D. Olson. He reviews all employee trades each quarter. His trades are reviewed by himself. The personal trading reviews ensure that the personal trading of employees does not affect the markets, and that clients of the firm receive preferential treatment. Since most employee trades are small mutual fund trades or exchange-traded fund trades, the trades do not affect the securities markets.

Brokerage Practices

Selecting Brokerage Firms

OLSON TAX & FINANCIAL PLANNING, LLC does not have any affiliation with product sales firms. Specific custodian recommendations are made to Clients based on their need for such services. OLSON TAX & FINANCIAL PLANNING, LLC recommends custodians based on the proven integrity and financial responsibility of the firm and the best execution of orders at reasonable commission rates.

OLSON TAX & FINANCIAL PLANNING, LLC recommends discount brokerage firms and trust companies (qualified custodians) such as The Vanguard Group, Inc. Daniel D. Olson is also able to work with clients who have existing relationships with firms such as Charles Schwab and Fidelity. These firms meet the following selection criteria: financially strong companies, reasonable fees, proven ability to provide efficient trade execution, useful client reporting and wide range of investment products.

OLSON TAX & FINANCIAL PLANNING, LLC does not recommend to clients a broker or dealer where a related person is an employee.

OLSON TAX & FINANCIAL PLANNING, LLC does not receive fees or commissions from any of these arrangements.

Best Execution

OLSON TAX & FINANCIAL PLANNING, LLC reviews the execution of trades at each custodian each quarter. The review is documented in the OLSON TAX & FINANCIAL PLANNING, LLC *Compliance Manual*. Trading fees charged by the custodians are also reviewed on a quarterly basis. OLSON TAX & FINANCIAL PLANNING, LLC does not receive any portion of the trading fees.

Soft Dollars

OLSON TAX & FINANCIAL PLANNING, LLC has no soft dollar arrangements with any brokerage or custodial firm, whatsoever.

Order Aggregation

Order aggregation is never applicable. Most trades are mutual funds or exchange-traded funds where trade aggregation does not garner any client benefit.

Review of Accounts

Periodic Reviews

Account reviews are performed quarterly by Daniel D. Olson, Principal. Account reviews are performed more frequently when market conditions dictate.

Review Triggers

Other conditions that may trigger a review are changes in the tax laws, new investment information, and changes in a client's own situation.

Regular Reports

Account reviewers are members of the firm's Investment Committee. They are instructed to consider the client's current security positions and the likelihood that the performance of each security will contribute to the investment objectives of the client.

Clients receive periodic communications on at least an annual basis. *Advisory Service Agreement* clients, *Investment Management* clients, and *Retainer Agreement* clients receive written quarterly updates upon request. The written updates may include a net worth statement, portfolio statement, tax return (if the client requests tax preparation services), and a summary of objectives and progress towards meeting those objectives.

Client Referrals and Other Compensation

Incoming Referrals

OLSON TAX & FINANCIAL PLANNING, LLC has been fortunate to receive many client referrals over the years. The referrals came from current clients, estate planning attorneys, accountants, employees, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals.

Referrals Out

OLSON TAX & FINANCIAL PLANNING, LLC does not accept referral fees or any form of remuneration from other professionals when a prospect or client is referred to them.

Other Compensation

There is no other compensation except as described herein.

Custody

SEC “Custody”

Not applicable.

Account Statements

All assets are held at qualified custodians, which means the custodians provide account statements directly to clients at their address of record at least quarterly. Clients are urged to review all account statements received from the custodian.

Performance Reports

Clients are urged to compare the account statements received directly from their custodian to the performance report statements, if any, provided by OLSON TAX & FINANCIAL PLANNING, LLC.

Net Worth Statements

Clients are provided Net Worth Statements at least annually and are always available upon request. Net Worth Statements may contain approximations of bank account balances provided by the client, as well as the value of land and hard-to-price real estate. The net worth statements are used for long-term financial planning where the exact values of assets are not material to the financial planning tasks.

Investment Discretion

Discretionary Authority for Trading

OLSON TAX & FINANCIAL PLANNING, LLC accepts discretionary authority to manage securities accounts on behalf of clients. OLSON TAX & FINANCIAL PLANNING, LLC has the authority to determine, without obtaining specific client consent, the securities to be bought or sold, and the amount of the securities to be bought or sold. However, OLSON TAX & FINANCIAL PLANNING, LLC consults with the client prior to each trade to obtain concurrence if a blanket trading authorization has not been given.

The client approves the custodian to be used and the commission rates paid to the custodian. OLSON TAX & FINANCIAL PLANNING, LLC does not receive any portion of the transaction fees or commissions paid by the client to the custodian on certain trades.

Discretionary trading authority facilitates placing trades in your accounts on your behalf so that we may promptly implement the investment policy that you have approved in writing.

Limited Power of Attorney

A limited power of attorney is a trading authorization for this purpose. You sign a limited power of attorney so that we may execute the trades that you have approved. We are limited, also, because we cannot change account ownership and beneficiaries, nor can we transfer money out of the account except to a linked banking account.

Voting Client Securities

Proxy Votes

OLSON TAX & FINANCIAL PLANNING, LLC does not vote proxies on securities. Clients will receive proxies directly from the custodian and are expected to vote their own proxies.

When assistance on voting proxies is requested, OLSON TAX & FINANCIAL PLANNING, LLC will provide recommendations to the Client. If a conflict of interest exists, it will be disclosed to the Client.

Financial Information

Financial Condition

OLSON TAX & FINANCIAL PLANNING, LLC does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

A balance sheet is not required to be provided because OLSON TAX & FINANCIAL PLANNING, LLC does not serve as a custodian for client funds or securities, and does not require prepayment of fees of more than \$600 per client, and six months or more in advance.

Neither OLSON TAX & FINANCIAL PLANNING, LLC nor its principal, have been the subject of a bankruptcy petition at any time during the past ten years.

Business Continuity Plan

General

OLSON TAX & FINANCIAL PLANNING, LLC has a Business Continuity Plan in place that provides detailed steps to mitigate and recover from the loss of office space, communications, services or key people.

Disasters

The Business Continuity Plan covers natural disasters such as snow storms, hurricanes, tornados, and flooding. The Plan covers man-made disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological event, T-1 communications line outage, Internet outage, railway accident and aircraft accident. Electronic files are backed up daily and archived offsite.

Alternate Offices

Alternate offices are identified to support ongoing operations in the event the main office is unavailable. It is our intention to contact all clients within five days of a disaster that dictates moving our office to an alternate location.

Loss of Key Personnel

OLSON TAX & FINANCIAL PLANNING, LLC has established a Business Continuation Agreement with another financial advisory firm to support OLSON TAX & FINANCIAL PLANNING, LLC in the event of the serious disability or death of Daniel D. Olson.

Information Security Program

Information Security

OLSON TAX & FINANCIAL PLANNING, LLC maintains an information security program to reduce the risk that your personal and confidential information may be breached.

Privacy Notice

OLSON TAX & FINANCIAL PLANNING, LLC is committed to maintaining the confidentiality, integrity and security of the personal information that is entrusted to us.

The categories of nonpublic information that we collect from you may include information about your personal finances, information about your health to the extent that it is needed for the financial planning process, information about transactions between you and third parties, and information from consumer

reporting agencies, e.g., credit reports. We use this information to help you meet your personal financial goals.

With your permission, we disclose limited information to attorneys, accountants, and mortgage lenders with whom you have established a relationship. You may opt out from our sharing information with these nonaffiliated third parties by notifying us at any time by telephone, mail, email, or in person. With your permission, we share a limited amount of information about you with your brokerage firm in order to execute securities transactions on your behalf. The Internal Revenue Service also has regulations limiting the disclosure of tax information to third parties.

We maintain a secure office to ensure that your information is not placed at unreasonable risk. We employ a firewall barrier, secure data encryption techniques and authentication procedures in our computer environment.

We do not provide your personal information to mailing list vendors or solicitors. We require strict confidentiality in our agreements with unaffiliated third parties that require access to your personal information, including financial service companies, consultants, and auditors. Federal and state securities regulators may review our Company records and your personal records as permitted by law.

Personally identifiable information about you will be maintained while you are a client, and for the required period thereafter that records are required to be maintained by federal and state securities laws. After that time, information may be destroyed.

We will notify you in advance if our privacy policy is expected to change. We are required by law to deliver this *Privacy Notice* to you annually, in writing. The Privacy Notice, this ADV and all important documents can be found on the website.

Disciplinary and Other Disclosures

Daniel D. Olson has never been involved in an arbitration claim alleging damages of any amount and has never been found liable in any civil, self-regulatory organization, or administrative proceeding.

Daniel D. Olson has no relationship or arrangement with any issuer of securities. For further information, please see the section entitled "Other Financial Industry Activities and Affiliations."

Firm Brochure

(Part 2B of Form ADV)

Olson Tax & Financial Planning, LLC

106-19 Metropolitan Ave.

Forest Hills, NY 11375

Tel. 718.551.8244

Fax 718.263.8031

www.olsontfp.com

danolson@olsontfp.com

This brochure provides information about the qualifications and business practices of OLSON TAX & FINANCIAL PLANNING, LLC. If you have any questions about the contents of this brochure, please contact us at: 718.551.8244 or by email at danolson@olsontfp.com. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission, or by any state securities authority.

Additional information about OLSON TAX & FINANCIAL PLANNING, LLC is available on the SEC's website at www.adviserinfo.sec.gov

March 27, 2015

Brochure Supplement (Part 2B of Form ADV)

Education and Business Standards

OLSON TAX & FINANCIAL PLANNING, LLC requires that advisers in its employ have a bachelor's degree and further coursework demonstrating knowledge of financial planning and tax planning. Examples of acceptable coursework include: an MBA, a CFP®, a CFA, a ChFC, JD, CTFA, EA or CPA. Additionally, advisers must have work experience that demonstrates their aptitude for financial planning and investment management.

Professional Certifications

OLSON TAX & FINANCIAL PLANNING, LLC is a “registered investment adviser.” Being so registered does not imply a certain level of skill or training for any of its employees.

Employees have earned certifications and credentials that are required to be explained in further detail.

CERTIFIED FINANCIAL PLANNER™ (CFP®) professional: CFP® professionals are licensed by the CFP Board to use the CFP® mark. CFP® certification requirements include:

- Bachelor’s degree from an accredited college or university.
- Completion of the financial planning education requirements set by the CFP Board (www.cfp.net).
- Successful completion of the 10-hour CFP® Certification Exam.
- Three-year qualifying full-time work experience.
- Successfully pass the Candidate Fitness Standards and background check.

Chartered Financial Analyst (CFA): Chartered Financial Analysts are licensed by the CFA Institute to use the CFA mark. CFA certification requirements include:

- Hold a bachelor's degree from an accredited institution or have equivalent education or work experience.
- Successful completion of all three exam levels of the CFA Program.
- Have 48 months of acceptable professional work experience in the investment decision-making process.
- Fulfill society requirements, which vary by society. Unless you are upgrading from affiliate membership, all societies require two sponsor

statements as part of each application; these are submitted online by your sponsors.

- Agree to adhere to and sign the Member's Agreement, a Professional Conduct Statement, and any additional documentation requested by CFA Institute.

DANIEL D. OLSON, CFA, CFP®

Date of birth: January 26, 1953

Educational Background:

- BA in Economics (Distinction) from the University of Wisconsin, Madison, 1975
- Masters in Business Administration in Finance, Columbia University, NY, 1979
- Masters in International Affairs in International Finance, Columbia U., NY, 1979
- Professional Certificate in Taxation, St. John's University Tobin Graduate School of Business, NY, 2009
- Advanced courses in financial planning, Fordham University, NY, 2008

Business Experience:

- 2008 to present Olson Tax and Financial Planning, Forest Hills, NY
- 2010 to 2011 Financial Asset Management Corp., NY, NY
- 1987 to 2008 Citibank/Citigroup, NY, NY
- 1979 to 1987 Chase Manhattan Bank, Bear Stearns, Bankers Trust, all in NY, NY

Disciplinary Information: None

Other Business Activities: OLSON TAX & FINANCIAL PLANNING, LLC is primarily a financial planning firm, but also provides income tax preparation services to clients with whom there is no financial planning relationship. This activity is seasonal but represents about 40% of annualized time.

Additional Compensation: None

Supervision: Daniel D. Olson is the sole employee of OLSON TAX & FINANCIAL PLANNING, LLC but may from time to time use interns working to qualify for their CFP, or local tax preparers. These relationships are contractual and can be ended at any time.

Arbitration Claims: None

Self-Regulatory Organization or Administrative Proceeding: None

Bankruptcy Petition: None