

## FORM ADV: PART 2B

### BROCHURE SUPPLEMENT



4612 Great Oak Road  
Rockville, Maryland 20853

### CONTACT INFORMATION

Tel: 301.933.5550  
Fax: 301.861.0789

www.SchaefferFinancial.com

### SUPERVISION

**Carole A. Byrd**  
Chief Compliance Officer

**Tel:**  
301.933.5550  
**e-mail:**  
carole@schaefferfinancial.com

Ms. Byrd is responsible for the regulatory oversight of our advisory practice - ensuring our business activities are compliant with all federal and state regulations and that we are operating in compliance with our written policies and procedures.

Her other duties include, but are not limited to, meeting periodically with all employees to impress upon them their fundamental principles of conduct and professionalism in following our Code of Ethics and confirming they are acting in our clients' best interests in discharging their duties.

BROCHURE SUPPLEMENT  
DATED

1

**MARCH  
2018**

This Brochure Supplement provides information about Richard W. Schaeffer that is an accompaniment to the Disclosure Brochure for our firm, Schaeffer Financial, LLC. You should have received both of these together as a complete disclosure packet. If you did not receive our Disclosure Brochure or if you should have questions about this Brochure Supplement for Mr. Schaeffer, you are welcome to contact us - our contact information is listed to the left.

Additional information about Schaeffer Financial, LLC and Richard W. Schaeffer is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Richard W. Schaeffer, CFP®

CRD#: 1202659  
Year of Birth: 1952

### EDUCATIONAL BACKGROUND AND BUSINESS EXPERIENCE

#### Education

1975 - Grand Valley State University: Bachelor of Science in Economics & Political Science

#### Licenses

FINRA Exams: Series 7 - General Securities Representative  
Series 63 - Uniform Securities Agent State Law Examination  
Series 65 - Uniform Investment Advisor Law Examination

Insurance: Maryland Life, Health & Variable Annuity Insurance

Designations: CERTIFIED FINANCIAL PLANNER™ (CFP®) Certification<sup>1</sup> (CFP® since 1987) - The CFP® designation is issued by the Certified Financial Planner Board of Standards, Inc. The CFP® requires certificate holders to have a bachelor's degree, three (3) years professional working experience in the area of financial planning, and to successfully pass the examination process. To retain their CFP® designation certificate holders are required to pay an annual certification fee, complete 30-hours of continuing education every two (2) years, and adhere to the CFP® Board's Code of Ethics and Professional Responsibility, Rules of Conduct, and Financial Planning Practice Standards.

#### Business Background

12/1989 - Present .....Schaeffer Financial, LLC  
**Position:** Investment Advisor Representative  
03/1989 - Present .....H. Beck, Inc.  
**Position:** Registered Representative  
02/1992 - 04/2005 .....Financial Services Advisory, LLC  
**Position:** Investment Advisor Representative

Mr. Schaeffer has been advising clients for over 35 years, specializing in retirement and investment planning for government employees and foreign nationals. He is a member of the Financial Planning Association, the Financial Services Institute and served on the D.G. Liu Board.

After earning a Bachelor of Science degree in Economics from Grand Valley State University in Michigan, Mr. Schaeffer completed two years as a Peace Corps Volunteer (Brazil) before beginning his career in financial planning.

### DISCIPLINARY INFORMATION

Mr. Schaeffer does not have any disciplinary events to report.

### OTHER BUSINESS ACTIVITIES

#### Licensed Insurance Agent & Registered Representative

Mr. Schaeffer is a licensed Registered Representative and commissioned insurance agent to sell securities and insurance products. This can create a conflict of interest when recommending through a financial planning arrangement that you purchase securities and/or insurance that he can also earn a commission. In addition, there are also potential conflicts of interest when Mr. Schaeffer suggests the need for outside consultations and professional services (i.e., attorneys or accountants, etc.) to implement certain aspects of the financial plan. Even though he does not share in any fees earned by the outside professionals to whom you may be referred, it does create an incentive for him to refer your business to only those entities that in turn refer potential clients to him.

In both cases, there is potential for divided loyalty and the objectivity of the advice rendered could be subjective and create a disadvantage to you. Therefore, to ensure you understand the choices and risks you have in receiving financial planning services along with all other investment recommendations, the following disclosures are provided to assist you with your decisions:

- You are under no obligation to accept Mr. Schaeffer's advice and purchase the securities he recommends. You are free to reject his recommendation and make your own choice.

<sup>1</sup> Certified Financial Planner Board of Standards, Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™, and federally registered CFP (with flame logo), which it awards to individuals who successfully complete initial and ongoing certification requirements.



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*Continuation of Information for:*

**Richard W. Schaeffer, CFP®**

CRD#: 1202659

Year of Birth: 1952

*Continuation of Licensed Insurance Agent & Registered Representative*

- You are under no obligation to accept Mr. Schaeffer's recommendation to purchase insurance related products. You are free to reject the recommendation and choose the insurance agency, agent, and insurance company from whom to purchase the insurance. However, keep in mind that if you elect to purchase the insurance, regardless of where, and from whom you purchase it, such person will be entitled to earn a commission.
- You are under no obligation to have any professional that Mr. Schaeffer recommends prepare planning documents (*i.e.*, estate, retirement, tax, etc.). You are free to choose those outside professionals to implement the recommendations made from our financial planning services.

For more information about other potential conflicts of interest, see our Disclosure Brochure, Item 10, "Other Financial Industry Activities & Affiliations" and Item 14, "Client Referrals & Other Compensation". Notwithstanding such potential conflicts of interest, we strive to act in your best interest and ensure disclosure is properly made to you in compliance with the Investment Advisor Act of 1940, Rule 275.206.

**ADDITIONAL COMPENSATION**

Mr. Schaeffer does not receive any economic benefit, incentives, sales awards, prizes or bonuses that are based on the number or amount of sales, client referrals, or from opening new accounts.



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e-mail: [carole@schaefferfinancial.com](mailto:carole@schaefferfinancial.com)

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BROCHURE SUPPLEMENT  
DATED

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**MARCH  
2018**

This Brochure Supplement provides information about Karen P. Schaeffer that is an accompaniment to the Disclosure Brochure for our firm, Schaeffer Financial, LLC. You should have received both of these together as a complete disclosure packet. If you did not receive our Disclosure Brochure or if you should have questions about this Brochure Supplement for Ms. Schaeffer, you are welcome to contact us - our contact information is listed to the left.

Additional information about Schaeffer Financial, LLC and Karen P. Schaeffer is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Karen P. Schaeffer, CFP®

CRD#: 705691  
Year of Birth: 1954

### EDUCATIONAL BACKGROUND AND BUSINESS EXPERIENCE

#### Education

1976 - Grand Valley State University: Bachelor of Science in Sociology & Psychology

#### Licenses

FINRA Exams: Series 63 - Uniform Securities Agent State Law Examination (Retired)  
Series 65 - Uniform Investment Advisor Law Examination

Insurance: Maryland Life, Health & Variable Annuity Insurance

Designations: CERTIFIED FINANCIAL PLANNER™ (CFP®) Certification<sup>1</sup> (CFP® since 1983) - The CFP® designation is issued by the Certified Financial Planner Board of Standards, Inc. The CFP® requires certificate holders to have a bachelor's degree, three (3) years professional working experience in the area of financial planning, and to successfully pass the examination process. To retain their CFP® designation certificate holders are required to pay an annual certification fee, complete 30-hours of continuing education every two (2) years, and adhere to the CFP® Board's Code of Ethics and Professional Responsibility, Rules of Conduct, and Financial Planning Practice Standards.

#### Business Background

12/1989 - Present .....Schaeffer Financial, LLC

Position: Managing Member & Investment Advisor Representative

10/1991 - 12/2013 .....Financial Advisory Services, Inc.

Position: Business Consultant & Editor

Ms. Schaeffer has been advising clients for over 35 years and has developed a diverse client base including professional women, foreign service officers, foreign nationals and federal government employees.

In addition to her financial planning practice, Ms. Schaeffer is a popular lecturer and seminar leader. She has spoken on global financial planning issues at many international conferences and has represented the CFP Board at Financial Planning Standards Board meetings around the world. Routinely she conducts programs on a wide variety of topics, from minimizing estate taxes to developing investment strategies, to planning for retirement. Some of the organizations that have drawn on her expertise include The World Bank, The Department of Treasury, The International Monetary Fund, FDIC and The Department of State.

Ms. Schaeffer served as Chair of the Financial Standards Practice Board Council, the global standard setting body for CERTIFIED FINANCIAL PLANNER™ and for the Certified Financial Planners Board of Standards. She is also Life Director for the Board of Montgomery Hospice and is a Past Chair of the Board of the Academy of the Holy Cross. She is a member and past National Board Member of the Financial Planning Association, a member of the Estate Planning Council of Washington, D.C. as well as the International Women's Forum.

Ms. Schaeffer is also an adept and engaging instructor. She has held adjunct faculty positions with the College for Financial Planning in Denver and George Washington University in Washington, D.C. She has worked with the National Institute of Transition Planning as well as McGehrin & Associates for 25 and 15 years, respectively, as an instructor and educator. Ms. Schaeffer is often asked to design and teach continuing education courses for CFP certificates, CPAs and other financial services professionals.

### DISCIPLINARY INFORMATION

Ms. Schaeffer does not have any disciplinary events to report.

### OTHER BUSINESS ACTIVITIES

#### Licensed Insurance Agent

Ms. Schaeffer maintains an insurance license, as required by law, to give advice on the benefits and needs of insurance, a component of financial planning. Because she is a properly licensed insurance agent and could earn commissions from the sale of insurance products, there is a potential conflict of interest that we want to bring to your attention. Ms. Schaeffer has a fiduciary

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*Continuation of Information for:*

**Karen P. Schaeffer, CFP®**

CRD#: 705691

Year of Birth: 1954

*Continuation of Licensed Insurance Agent*

responsibility to act in your best interest and recommending that you purchase an insurance product in which she can earn a commission creates a situation of divided loyalty, potentially making the advice less objective and possibly disadvantageous to you.

In an effort to manage this conflict, Ms. Schaeffer does not accept any insurance commissions and will refer you to an independent insurance broker for specific advice when insurance products are warranted. Furthermore, you should keep in mind that you are under no obligation to accept the recommendation to purchase insurance products, nor are you obligated to work with the referred agent. You are free to choose the insurance agency, agent and company for your purchase of insurance. Note that if you do elect to purchase an insurance product, regardless of where or from whom you purchased it, that person will be entitled to earn a commission.

In addition, there are also potential conflicts of interest when Ms. Schaeffer suggests the need for outside consultations and professional services (i.e. attorneys, accountants, benefit specialists, etc.) to implement certain aspects of the financial plan. Even though she does not share in any fees earned by the outside professionals to whom you might be referred, it does create an incentive for her to refer your business to only those entities that, in turn, refer prospective clients to her. There is a potential for divided loyalty and the objectivity of the advice could be compromised.

Therefore, to help you understand the choices and risks you have in receiving financial planning advice along with other investment recommendations, the following disclosure is provided to assist you with your decisions:

- You are under no obligation to work with outside professionals recommended by Ms. Schaeffer. You are free to choose any outside professional to implement the recommendations made from her financial planning advice. Furthermore, you are under no obligation to implement any of the financial planning recommendations.

For more information about other potential conflicts of interest, see our Disclosure Brochure, Item 10, "Other Financial Industry Activities & Affiliations" and Item 14, "Client Referrals & Other Compensation". Notwithstanding such potential conflicts of interest, we strive to act in your best interest and ensure disclosure is properly made to you in compliance with the Investment Advisor Act of 1940, Rule 275.206.

**ADDITIONAL COMPENSATION**

Ms. Schaeffer does not receive any economic benefit, incentives, sales awards, prizes or bonuses that are based on the number or amount of sales, client referrals, or from opening new accounts.



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Chief Compliance Officer

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301.933.5550  
**e-mail:**  
[carole@schaefferfinancial.com](mailto:carole@schaefferfinancial.com)

Ms. Byrd is responsible for the regulatory oversight of our advisory practice - ensuring our business activities are compliant with all federal and state regulations and that we are operating in compliance with our written policies and procedures.

Her other duties include, but are not limited to, meeting periodically with all employees to impress upon them their fundamental principles of conduct and professionalism in following our Code of Ethics and confirming they are acting in our clients' best interests in discharging their duties.

BROCHURE SUPPLEMENT  
DATED

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**MARCH  
2018**

This Brochure Supplement provides information about Kaitlin Schaeffer Yardley that is an accompaniment to the Disclosure Brochure for our firm, Schaeffer Financial, LLC. You should have received both of these together as a complete disclosure packet. If you did not receive our Disclosure Brochure or if you should have questions about this Brochure Supplement for Ms. Yardley, you are welcome to contact us - our contact information is listed to the left.

Additional information about Schaeffer Financial, LLC and Kaitlin Schaeffer Yardley is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Kaitlin Schaeffer Yardley, CFP®

CRD#: 5336245  
Year of Birth: 1981

### EDUCATIONAL BACKGROUND AND BUSINESS EXPERIENCE

#### Education

2003 - University of Dayton: Bachelor of Science in Finance

#### Licenses

Designations: CERTIFIED FINANCIAL PLANNER™ (CFP®) Certification<sup>1</sup> (CFP® since 2007) - The CFP® designation is issued by the Certified Financial Planner Board of Standards, Inc. The CFP® requires certificate holders to have a bachelor's degree, three (3) years professional working experience in the area of financial planning, and to successfully pass the examination process. To retain their CFP® designation certificate holders are required to pay an annual certification fee, complete 30-hours of continuing education every two (2) years, and adhere to the CFP® Board's Code of Ethics and Professional Responsibility, Rules of Conduct, and Financial Planning Practice Standards.

#### Business Background

08/2014 - Present .....Schaeffer Financial, LLC  
Position: Investment Advisor Representative & Compliance Manager

07/2013 - 07/2014 .....Trailing Spouse

10/2012 - 06/2013 .....Expat Insurance  
Position: Insurance Consultant

03/2012 - 09/2012 .....Trailing Spouse

06/2010 - 02/2012 .....Yeske Buie  
Position: Financial Planner

07/2008 - 06/2010 .....My Financial Advice, Inc.  
Position: Financial Planner

03/2007 - 01/2009 .....Schaeffer Financial, LLC  
Position: Financial Planner

As the Compliance Manager for Schaeffer Financial, Ms. Yardley's primary role includes, but is not limited to, performing routine reviews and evaluations of required compliance documents.

In addition to working at Schaeffer Financial, Ms. Yardley has worked as a Financial Planner at a firm in San Francisco, CA and as an Insurance Consultant in Singapore. She is a member of the Financial Planning Association and participates in the Houston, TX Chapter.

### DISCIPLINARY INFORMATION

Ms. Yardley does not have any disciplinary events to report.

### OTHER BUSINESS ACTIVITIES

Ms. Yardley is not involved in any other business activities.

### ADDITIONAL COMPENSATION

Ms. Yardley does not receive any economic benefit, incentives, sales awards, prizes or bonuses that are based on the number or amount of sales, client referrals, or from opening new accounts.

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