PROFESSIONAL FINANCIAL SERVICES, INC.

"DESIGNING AND PROTECTING WEALTH"

ONE PLAN AT A TIME

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Mr. Robert E. Tucker
10913 Lawyers Road
Reston, VA 20191

Dear Bob:

I hope your Summer went well. As we enter Fall, I have several items to share with you.

<u>Privacy Notice</u>

Enclosed is our annual Privacy Notice for Professional Financial Services, Inc. We are required to send it to you every year.

<u>Annual Offer to provide Form ADV</u>

As you will recall, Professional Financial Services, Inc. is registered with the District of Columbia, Maryland, and Virginia as a Registered investment Advisor. The registration document, Form ADV Parts 1, 2A and 2B identifies most anything one would want to know about who we are, how we conduct business, and a substantial amount of additional information. Every year we update our registration, and we will be happy to provide a copy to you upon your request. Just let us know if you would like a copy.

<u>Annual Planning Calendar for 2023</u>

It is with pleasure I enclose our Annual Month at a Glance Planning Calendar. Over the years, this has become an increasingly popular gift with many, many clients. Even though many use computer calendars, some find it helpful in having an easier to read, broader way to see one's schedule. I hope you find it useful, but if not, feel free to pass it along to a relative, friend, or colleague.

Special Authorization to Disclose Information

For the past several years there has been an increasing focus by regulators on how financial services professionals interact with elderly clients. The concern is that attention is paid to those who might exhibit diminished capacity and/or those who are making unusual requests. Know that I encourage family members to feel free to attend any meeting or interaction we have with their relative assuming the client approves.

I have also had several occasions where relatives, usually adult children, call and want information. So, enclosed is a Special Authorization to Disclose Information Form. I am requesting and urging you to complete this form if you deem appropriate and return it to me for your permanent file. I sent this same request to clients a few years ago, and many responded. Since then, there have been occasions that it has been used and has proven to be invaluable. Note that this form DOES NOT AUTHORIZE a family member to take any action, but it gives the authority to discuss things as needed. PLEASE TAKE THIS SERIOUSLY. If you agree complete the authorization and email, fax, or mail back to me.

REQUIRED MINIMUM DISTRIBUTIONS

Earlier this year I wrote a reminder to everyone that those having to take Required Minimum Distributions from retirement plans have until the end of the year to do so. I advised you that we assist by doing the calculations for ALL accounts with us as well as accounts for which one provides 12/31/21 statements. While individual investment companies will send you notices about your individual accounts, we do the calculations for all of the retirement accounts.

In mid-October or so, we will start contacting those who have not yet taken their distributions. We will remind you again, assist you in deciding where to take the RMDs, and give you the paperwork needed. Upon its return from you, we will then process the request and make sure you've received the distribution. Our goal is to have everyone completed by mid-December. Of course, you may feel free to call us at any time for assistance, and the choice of when to take the distributions is entirely up to you.

Long Term Care

The cost of Nursing Home (and even Home Health Care) is about $10,000 month in Northern Virginia. An Alzheimer's facility is about $14,000/month. Each of us has two options. Self-insure and pay for care out of pocket by diminishing your assets is one option. Yes, you may never need care.

Option 2 is to purchase and maintain Long Term Care Insurance thereby transferring the risk to an insurance company. Most of the people with whom I have discussed Long Term Care Insurance didn't have a reason to believe they would actually need care. However, over the years, many of them have ended up needing care. Those with insurance haven't seen their assets eroded. Those who self-insured have watched their money go to care providers and not their spouses and/or family.

This, too, is a very serious subject. It can be the Achilles Heel of one's planning. I will be happy to explore your situation with you, and I encourage you to have that conversation with me. Please reach out to me if you would like to examine your financial realities.

<u>Conclusion</u>

As we approach and enter the fourth quarter, I hope you have a thoroughly enjoyable Holiday Season, and remember: Markets go up and markets go down. Please focus on having adequate cash reserves and consider letting long term investments stay long term.

With very best wishes,

Robert E. Tucker, CLU
Chartered Financial Consultant

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Enclosures

P.S. Please don't forget to send the Special Authorization form to me.

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Professional Financial Services, Inc.'s Privacy Notice

Protection of Your Personal Financial Information

Who PFS Is: Professional Financial Services, Inc. (PFS) is a registered investment adviser in the State of Virginia. Through Robert E. Tucker, PFS provides financial products and services to the general public. PFS is providing you with this privacy policy to describe how PFS collects information about you, under what circumstances PFS may disclose the information to others, and how PFS safeguards your information in our possession.

Why PFS Collects Information: PFS collects and uses information about you in order to provide you with our financial products and services. For example, PFS uses your information to determine the suitability of our investment recommendations and to process transactions for your account.

What Information PFS Collects: The information PFS collects may include information such as your name, address, social security number, assets, income, net worth, investment experience, risk tolerance, beneficiary designations and other information from your application.

How PFS Collects Information: PFS obtains most information directly from you when you open an account or purchase financial products or services from PFS. For example, PFS may collect your personal information directly from you when you seek financial advice or advice about your investments, direct us to buy or sell securities, provide employment information, or show us your government-issued ID. PFS may also obtain information about you from third parties such as retirement plan sponsors or third-party administrators, mutual fund companies, insurance companies, your former broker-dealer or its registered representative, clearing firms, or others who provide you with financial products or services.

Information PFS Discloses: PFS may disclose information about you, as described above, to our staff, affiliates, representatives, their affiliated businesses, nonaffiliated third parties who provide you with financial products and services, and our service providers, such as a mailing company. These nonaffiliated third parties may include retirement plan sponsors or third-party administrators, mutual fund companies, insurance companies and agencies, other broker-dealers, and clearing firms. Our privacy policy is the same for current, as well as former clients. Also, if you close your account, in the process of transferring your investments, PFS may share your information with the new broker-dealer or custodian that you or your representative selects. If our representative servicing your account leaves us to join another broker-dealer, the representative may be permitted to retain copies of your information so that he or she can assist with the transfer of your account and continue to serve you at their new firm. The representative's continuing use of your information will be subject to the new firm's privacy policy. PFS may disclose information such as your name, address, social security number, date of birth, transactional information, or other financial information when necessary for us to provide you with financial products and services or report on your account, or where disclosure is prescribed by law. For example, PFS reports your tax-related information to federal and state governments, and PFS may disclose information during the course of an audit or to law enforcement or regulatory agencies. PFS does not disclose your information to nonaffiliated companies who intend to market their products to you. For example, PFS will not sell clients' names and addresses to a catalogue or marketing company.

"Opting-out" of Third-Party Disclosures: If you do not want us to share your information (other than as prescribed by law) with the registered representative servicing your account when he or she leaves us to join another firm, you may contact PFS by calling 703-391-0299. Please note that PFS honors opt-out requests at the account level; an opt-out by one account holder will apply to all other account holders.

Securing Your Information: Our staff, affiliates, and representatives who have access to your information are required to follow our procedures reasonably designed to keep your information secure and confidential. Our physical, electronic, and procedural safeguards have been reasonably designed to protect your information.

Other Applicable Laws: The practices described are in accordance with Federal Law. PFS also follows privacy requirements under applicable state law. If a state's privacy laws are more restrictive than those stated in this policy, PFS complies with those laws.

Questions: If you have questions about our privacy policy, you may contact Robert E. Tucker. PFS appreciate your business and look forward to serving your financial service needs.

SIPC Information

Investor information about the Securities Investor Protection Corporation (SIPC) may be obtained at their website (www.sipc.org) or by contacting SIPC at 202-371-8300 to request a SIPC brochure.

FINRA Information

Investor information may be obtained at the FINRA website (www.finra.org) or by contacting FINRA at 301-590-6500. For information regarding FINRA BrokerCheck, a free tool to help investors research the professional backgrounds of current and former FINRA-registered brokerage firms and brokers, please visit www.finra.org/BrokerCheck, or call the FINRA BrokerCheck Hotline at 800-289-9999.

Special Authorization to Disclose Information

As of ______________________, I authorize Robert E. Tucker and/or Professional Financial
Date
Services, Inc. to discuss any and all of my investment and/or insurance records with the individuals listed below. It does not give the individual listed below authority to make any trades, withdraw any funds, or make any changes.

Relationship to You

Name: ____ ____________________

Address: ____

Phone: ____

Email: ____

Name: ____ ____________________

Address: ____

Phone: ____

Email: ____

Name: ____ ____________________

Address: ____

Phone: ____

Email: ____

This authorization can be used unless and until I notify Robert E. Tucker / PFS, Inc. by written notice that I am rescinding and/or changing it.

____
Print Your Name

X ______________________________ ____________________
Your Signature Date of Execution

Please return via mail, email or fax to:

Robert E. Tucker, President
Professional Financial Services, Inc.
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