

Form CRS – Client Relationship Summary

Item 1 - Introduction

Northern Capital Retirement Services, Inc. (NCRS) is an investment adviser registered with the Securities and Exchange Commission (SEC). Brokerage and investment advisory services and fees differ, and it is important for you to understand the differences. Free and simple tools are available to research firms and financial professionals at www.investor.gov/CRS, which also provides educational materials about broker-dealers, investment advisers, and investing.

Item 2 - What investment services and advice can you provide me?

The principal investment advisory service that NCRS offers to retail investors is comprehensive retirement plan services to employers, retirement plan sponsors, trustees and participants. NCRS specializes in a full range of retirement plan options including 401(k), 403(b), Defined Benefit (e.g., Cash Balance), SIMPLE IRA and SEP retirement plans. These services include ERISA fiduciary service as a 3(38) (discretionary) investment manager, plan design and setup, Investment Policy Statement (IPS) creation, employer and/or plan sponsor service and support, and participant education and advice.

Conversation Starter

Ask your financial professional:

- *Given my financial situation, should I choose an investment advisory service? Why or why not?*
- *How will you choose investments to recommend to me?*
- *What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

As part of our standard advisory services, we monitor the securities held in account(s) on an ongoing and continuous basis and make changes as we deem appropriate. In addition, we formally review each plan menu or client account at least annually. This review is done to monitor your portfolio for compliance with your investment policy statement which encompasses your investment objectives and risk tolerance. We are limited by the information you provide. You are responsible to inform us of any changes in your investment objectives and/or financial situation.

Our practice is to manage accounts on a discretionary basis without any material limitations. This means we manage accounts on your behalf, without obtaining your permission for implementing plan menu changes or transactions in your account. You grant us this authority by signing our Financial Advisory Agreement. This agreement will remain in place until you or we terminate the relationship.

We primarily use mutual funds and exchange traded funds to diversify your portfolio and do not have proprietary products. We limit the types of investments that are recommended since not every type of investment vehicle is needed to create an appropriate portfolio. Our firm does *not* have a minimum account size. For additional information about our advisory services, see Items 4 and 7 of our [Firm Brochure](#).

Item 3A - What fees will I pay?

Our standard annual fee schedule is tiered based on the amount of assets you have under our management:

- 0.50% on the first \$1,000,000
- 0.35% on assets between \$1,000,000.01 and \$10,000,000
- 0.20% on assets between \$10,000,000.01 and \$50,000,000
- 0.15% thereafter

The standard fee schedule can vary based on factors such as account type, investment objective, service levels, complexity, account size or other special circumstances. Fees are charged every six months on a lagging basis, including new accounts that may not be fully funded for the entire billing period.

Conversation Starter

Ask your financial professional:

- *Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?*

The more assets you have in your advisory account(s), the more you will pay in fees. We therefore have an incentive to encourage you to increase those assets which in turn increases our fees. In addition to our fees, clients (plan sponsor and/or plan participants) are responsible for the fees and expenses charged to the plan by third parties such as custodians, recordkeepers, and third-party administrators. These fees can include custodial fees, transaction fees, fees and expenses charged by mutual funds and exchange traded funds, plan menu change fees and clearing fees that reduce the value of your investment over time. You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying. For more detailed information about our fees and costs, see Item 5 of our [Firm Brochure](#).

Item 3B - What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have?

When we act as your investment adviser, we must act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here are some examples to help you understand what this means.

Conversation Starter

Ask your financial professional:

- *How might your conflicts of interest affect me, and how will you address them?*

Northern Capital Retirement Services, Inc. is affiliated with registered investment adviser, Northern Capital Management, Inc. who offers services to individual clients, families, corporations, and foundations. This affiliation presents conflicts of interest when we recommend an engagement with our affiliated firm, make rollover recommendations between firms or place trades for both firms. As a fiduciary, we have a responsibility to always make recommendations

that are in your best interest. More detailed information about our conflicts of interest can be found in Items 10 and 11 of our [Firm Brochure](#).

Item 3C - How do your financial professionals make money?

Our financial professionals are paid a fixed monthly salary based on the amount of client assets they service. This creates a conflict of interest because an increase in assets managed by our firm, results in increased compensation to your adviser.

Item 4 - Do you or your financial professionals have legal or disciplinary history?

No, neither our firm, nor our financial professionals, have any legal or disciplinary history to report. Visit <https://www.investor.gov/CRS> for a free, simple search tool to research us and our financial professionals.

Conversation Starter

Ask your financial professional:

- *As a financial professional, do you have any disciplinary history? For what type of conduct?*

Item 5 - Additional Information

Conversation Starter

Ask your financial professional:

- *Who is my primary contact person?*
- *Is he or she a representative of an investment adviser or a broker-dealer?*
- *Who can I talk to if I have concerns about how this person is treating me?*

If you have questions or would like additional up to date information on our investment advisory services or a copy of this Client Relationship Summary, please contact us:

- ♦ By phone 800.826.9803
- ♦ Via email retire@northernwelcome.com
- ♦ Online Firm Brochure available at <https://adviserinfo.sec.gov/firm/summary/163327>