

## **Part 2B of Form ADV: *Brochure Supplement***

Jane Sullivan-Klett  
7 Water Street  
South Glastonbury, CT 06073  
Telephone: (860) 657-4150

Sullivan Financial, LLC  
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South Glastonbury, CT 06073  
Telephone: (860) 657-4150

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**This brochure supplement provides information about Jane Sullivan-Klett that supplements the Sullivan Financial, LLC brochure. You should have received a copy of that brochure. Please contact us at [jsullivan@sullfin.com](mailto:jsullivan@sullfin.com) if you did not receive Sullivan Financial, LLC's brochure or if you have any questions about the contents of this supplement.**

**Additional information about Jane Sullivan-Klett is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).**

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

Jane Sullivan-Klett, Partner

Year of Birth: 1985

### Professional Designation:

#### **CFP® - Certified Financial Planner**

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.

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 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:

- i. 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
- ii. 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.

### Education:

Jane Sullivan-Klett graduated from Bryant University in 2007 with a Bachelor of Science in Business Administration, Financial Services.

### Business Background:

Partner and Chief Compliance Officer at Sullivan Financial, LLC, 08/2008 – present.  
Licensed independent insurance Producer/Agent in Connecticut and other select states.  
Advisor Support/Business Development Associate at Symmetry Partners, LLC, 05/2004 – 08/2008.

**Item 3. Disciplinary Information**

Jane Sullivan-Klett does not have any history of disciplinary events.

**Item 4. Other Business Activities**

As disclosed in Item 2. above, Jane Sullivan-Klett is also an independent insurance Producer/Agent.

**Item 5. Additional Compensation**

Jane Sullivan-Klett may receive compensation in connection with her license as an independent insurance Producer/Agent, but she does not receive any additional economic benefit from third parties for providing advisory services.

**Item 6. Supervision**

As a Chief Compliance Officer of Sullivan Financial, LLC, Jane Sullivan-Klett supervised by Mr. Sullivan, Owner of Sullivan Financial, LLC. Mr. Sullivan reviews and oversees all material investment policy changes and conducts periodic testing to ensure that client objectives and mandates are being met. Mr. Sullivan can be reached at (860) 657-4150.