

# **Shayne & Jacobs, LLC**

## **Form CRS Customer Relationship Summary**

### **Introduction**

Shayne & Jacobs, LLC is registered with the U.S. Securities and Exchange Commission (SEC) as an investment adviser.

Brokerage and investment advisory services and fees differ. It is important for you to understand these differences. Free and simple tools are available to research firms and financial professionals at [www.investor.gov/CRS](http://www.investor.gov/CRS), which also provides educational materials about broker-dealers, investment advisers, and investing.

### **What investment services and advice can you provide me?**

Our firm offers investment advice to retail investors, as well as to institutions. We manage your portfolio with the purpose of reaching investment goals that are suitable for you. We manage portfolios on a discretionary basis. (It may be possible, in some cases, for you to specify that some assets may not be bought or sold without your approval in advance.)

As part of our services to you, we regularly review the assets in your account over which we have discretion. The regular reviews are either weekly or quarterly, depending on which manager is assigned to your account. We may also make more frequent reviews when issues of investment management and risk management come up at various other times, including, in some cases, major changes in market conditions. We describe reviews more fully in our Form ADV, Part 2A.

We generally prefer a dollar value of \$1,000,000 or more to open an account for you. This figure is negotiable. It can vary depending on the client and our willingness at any specific time to undertake new business. In some cases, we would impose no minimum.

**For additional information, please see the sections titled “Types of Clients,” “Investment Discretion,” and “Review of Accounts,” in our Form ADV, Part 2A Brochure available at: <https://adviserinfo.sec.gov/firm/summary/109423>**

**Conversation Starter.** We encourage you to 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?*

### **What fees will I pay?**

We charge an annual fee of up to 1% of assets under management, payable quarterly, for new accounts. Our fee is generally not negotiable, but may be in special cases, and for older accounts.

For some accounts, we follow certain discounting practices, which may apply to your entire account, or only to certain types of assets in your account (mainly cash, U.S. Treasuries, and some mutual funds and exchange-traded funds). This may make the fee lower than 1% as applied to your account. The discounting practices are described in detail in our Form ADV, Part 2A.

It is important to understand that the more assets there are in a retail client’s account, the more the client generally will pay in fees. We therefore have an incentive to encourage a client to increase the assets in his or her account.

In addition to the principal fees and costs listed above, there are other fees and costs related to our investment advisory services that you will pay directly or indirectly. Examples of the most common additional fees and costs include custodial and brokerage fees, including possible commissions, charged by the independent brokerage firm that holds your account, or by another broker we use to execute a trade for you. Another common such expense is a fee to execute a wire transfer of cash. Mutual funds and exchange-traded funds also charge management fees, which are separate from any fee that our firm charges.

**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 may make on your investments over time. Please make sure you understand what fees and costs you are paying.**

**For additional information, please see the section titled “Fees and Compensation” in our Form ADV, Part 2A Brochure available at: <https://adviserinfo.sec.gov/firm/summary/109423>**

**Conversation Starter.** We encourage you to 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?*

**What are your legal obligations to me when providing recommendations as my broker-dealer or 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 have to 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.

- As mentioned above, the more assets the client has in their account, the more we receive in fees. We therefore have an incentive to encourage a client to increase the assets in their account.
- In addition, the way we structure and calculate fees creates an incentive to be more fully invested in equities rather than less. We try to disregard this incentive and do what makes the most investment sense for you, in our judgment. But if we fail in disregarding this incentive, your portfolio could be more in equities than it otherwise would, which could result in lower investment returns or losses. Fee structure and risks are discussed more fully in our Form ADV, part 2A.

**Conversation Starter.** We encourage you to ask your financial professional:

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

For additional information, please see heading B of “Methods of Analysis, Investment Strategies, and Risk of Loss” [Item 5] in our Form ADV, Part 2A Brochure available at:

<https://adviserinfo.sec.gov/firm/summary/109423>

**How do your financial professionals make money?**

Our co-Presidents, Bill Jacobs and Jon Shayne, are compensated through ownership of our firm. Tom Chapman is compensated through an agreed-upon salary, profit sharing, and a discretionary bonus. The discretionary bonus amount is determined by our co-Presidents based on their judgment, rather than on any particular metric. Tom also receives all fee income derived from one account that he manages solely.

**Do you or your financial professionals have any legal or disciplinary history?**

Neither our firm nor any of our financial professionals has any legal or disciplinary history. Visit [www.investor.gov/CRS](http://www.investor.gov/CRS) for a free and simple search tool to research us and our financial professionals.

**Conversation Starter.** We encourage you to ask your financial professional:

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

**Additional Information**

If you would like additional, up-to-date information or a copy of this relationship summary or our Form ADV, Part 2A Brochure, please call 615-250-1600. We also plan to post some information at [shayneandjacobs.com](http://shayneandjacobs.com).

**Conversation Starter. We encourage you to 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?*