

Nelson Advisory Services, Inc. & Nelson Financial Planning, Inc.

Business Continuity Plan

Nelson Financial Planning, Inc. and Nelson Advisory Services, Inc. have developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of natural disasters, hurricanes, pandemics, disruptions or the death of key personnel is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our business continuity plan in case an event occurs that causes significant disruption.

Contacting Us – If after a significant business disruption you cannot contact us as you usually do at 407-629-6477, call our alternative number 407-619-5307. If you cannot access us through either of those means, you should contact the qualified custodian Charles Schwab to complete any transactions within your accounts, including investments or redemptions. The contact information for Charles Schwab is as follows:

Charles Schwab, 1-800-435-4000, P.O. Box 2339, Omaha, NE 68103

Our Business Continuity Plan – We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our customers to transact business. In short, our business continuity plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

Our business continuity plan addresses: data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees, and regulators; regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business due to the death of key personnel or a natural disaster, hurricane, pandemic, or similar disruption.

Charles Schwab backs up client records in a geographically separate area. While every emergency poses unique problems based on external factors, such as time of day and the severity of the disruption, we have been advised by Charles Schwab that their objective is to restore their own operations and be able to complete existing transactions and accept new transactions and payments within a reasonable period of time. Your orders and requests for funds and securities could be delayed during this period. In addition, we store client data and investment information remotely using cloud computing that allows access to such information at any location.

Varying Disruptions – Significant business disruptions can vary in their scope, such as only our firm or the qualified custodian, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to only our firm, qualified custodian, or a building housing our firm or qualified custodian, we will transfer our operations to a local site when needed and expect to recover and resume business within as quickly a time as possible. In a disruption affecting our business district, city, or region, we will transfer our operations to a site outside of the affected area and recover and resume business within a reasonable period. In the event of the death of key personnel, the firm has developed a succession plan to continue firm operations and serving clients. In any situation, we plan to continue in business, direct you to contact Charles Schwab directly and notify you through our customer emergency number at 407-619-5307, our website or via email as to how to contact us.

If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our customer's prompt access to their accounts.

For more information – If you have questions about our business continuity planning, you can contact us at 407-629-6477.