

# Business Continuity Plan Disclosure

FormulaFolio Investments, LLC has developed a Business Continuity Plan which outlines our disaster recovery and contingency plans. Due to the unpredictability of the timing and impact of disruptions and disasters, we are 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.

## How To Contact Us

If after a significant business disruption you cannot contact us at our main office [either via telephone at: (888)562-8880 or via email at [compliance@formulafolios.com](mailto:compliance@formulafolios.com), you should go to our website at <http://formulafolios.com>. If you are still unable to reach us and you need information regarding your accounts, please contact the account custodian (Fidelity, TD Ameritrade, Charles Schwab, Folio Institutional, etc.) as noted on your monthly or quarterly statement.

## 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; alternate physical location of employees; critical supplier, contractor, bank and counter-party impact; regulatory reporting; and assuring our customers prompt access to their funds and securities if we are unable to continue our business.

Our clearing firms, back up our important records in a geographically separate area. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, should the clearing firms also have disruptions, your orders and requests for funds and securities could be delayed during this period.

Varying Disruptions – Significant business disruptions can vary in their scope, such as only our firm, 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 or a building housing our firm, we will transfer our operations to a local site when needed and expect to recover and resume business within twenty four hours or a reasonable timeframe conditions permitting. 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 twenty four hours or a reasonable time frame conditions permitting.