



June 30, 2020

Stairway Partners LLC is registered with the Securities and Exchange Commission (SEC) as an investment advisor. Investment advisory and brokerage services and fees differ, and it is important to understand the difference. We provide advisory accounts and services to retail investors rather than brokerage accounts and services.

This document gives you a summary of the types of services we provide and how you pay. Please ask us for more information. There are some suggested questions on page 2. There are different ways you can get help with your investments. You should carefully consider which types of accounts and services are right for you.

What investment services and advice can you provide me?

- We offer investment advisory services to retail investors, including asset allocation and risk management of your portfolio held at an unaffiliated custodian.
- If you open an advisory account with us, you will grant us full authority to supervise and direct the investment of your assets without asking you in advance (a “**discretionary account**”).
- In order for you to open an account with us, we require you to have a minimum of \$1 million in assets to be managed by us.
- We will discuss your investment goals, design an investment strategy with you, and regularly monitor your account. We will contact you (in-person, by phone, or e-mail) at least annually to discuss your portfolio.
- If you open an advisory account, each quarter you will pay an on-going **asset-based fee** for our services, based on the value of the cash and investments in your advisory account.
- The investment selections we will make for you involve primarily open-end mutual funds and exchange traded funds. Other firms could provide advice on a wider range of choices, some of which might have lower costs.

Our Obligations to You. We must abide by certain laws and regulations in our interactions with you.

- We are held to a fiduciary standard that covers our entire investment advisory relationship with you. For example, we are required to monitor your portfolio, investment strategy, and investments on an ongoing basis.
- Our interests can conflict with your interests. We must eliminate these conflicts or tell you about them in a way you can understand, so that you can decide whether or not to agree to them. More detailed information can be found in our Form ADV.

Conflicts of Interest. We benefit from the advisory services we provide to you.

- **When we act as your investment advisor**, we have to act in your best interest and not put our interest ahead of yours (fiduciary standard). 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 is an example to help you understand what this means: We receive fees for managing account types we have recommended such as IRA roll over accounts. We therefore have an incentive to recommend that you roll over your IRA account.
- Our only source of compensation is the fees paid to us by our clients. We do not receive payments from 3rd-parties, distribution or marketing fees from mutual funds, or any portion of the fees that you pay to a broker dealer or custodian.

- We do not trade financial instruments with Stairway’s own money (called “**proprietary trading**”). We do not buy investments from you, or sell investments to you, from our own account (called “**acting as principal**”).
- More detailed information about conflicts of interest is available in our Form ADV Part 2A.

Fees and Costs. *Fees and costs affect the value of your account over time. Please ask your financial professional to give you personalized information on the fees and costs that you will pay.*

- The amount paid by you to our firm does not vary based on the type of investments we select on your behalf. The asset-based fee reduces the value of your account and will be deducted from your account.
- Some investments (such as mutual funds) impose additional fees that will reduce the value of your investment over time.
- The amount you pay will depend on the value of assets in your account. **Please view our fee schedule** on page 5 of our Form ADV by clicking the “About Us” tab on our [website](#).
- You will pay a transaction fee when we buy and sell an investment for you. You could also pay fees to a broker-dealer or bank that will hold your assets (called “**custody**”) depending on the custodian you select.
- The more assets you have in the advisory account, including cash, the more you will pay us. We therefore have an incentive to increase the assets in your account in order to increase our fees. You will pay fees and costs whether you make or lose money on your investments.

Additional Information. *We encourage you to seek additional information.*

- We do not have any legal or disciplinary incidents. Visit <https://www.investor.gov/> for a free and simple search tool to research our firm and our financial professionals.
- **For additional information** on our advisory services, **view our ADV brochure**, including brochure supplements about our financial professionals, by clicking on the “About Us” tab on our [website](#). Our Form ADV is also available on IAPD at Investor.gov.
- To report a problem to the SEC, visit Investor.gov or call the SEC’s toll-free investor assistance line at (800) 732-0330. If you have a problem with your investments, account, or financial professional, contact us in writing at 209 South LaSalle Street, Suite 504, Chicago, IL 60604.
- **Contact us** at (630) 371-2717 to request additional information or a copy of this Form CRS.

Key Questions to Ask. *Ask our financial professionals these key questions about our investment services and accounts.*

1. **Given my financial situation, why should I choose an advisory account?**
2. **Do the math for me. How much would I pay per year for an advisory account? What would make those fees more or less? What services will I receive for those fees?**
3. **What additional costs should I expect in connection with my account?**
4. **Tell me how you and your firm make money in connection with my account. Do you or your firm receive any payments from anyone besides me in connection with my investments?**
5. **What are the most common conflicts of interest in your advisory accounts? Explain how you will address those conflicts when providing services to my account.**
6. **How will you choose investments to recommend for my account?**
7. **How often will you monitor my account’s performance and offer investment advice?**
8. **Do you or your firm have a disciplinary history? For what type of conduct?**
9. **What is your relevant experience, including your licenses, education, and other qualifications? Please explain what the abbreviations in your licenses are and what they mean.**
10. **Who is the primary contact person for my account? What can you tell me about his or her legal obligations to me? If I have concerns about how this person is treating me, who can I talk to?**