

Willis Johnson & Associates

Form CRS Relationship Summary March 2025

[WILLIS JOHNSON & ASSOCIATES, INC.](#) (“WJA”) is registered as an investment adviser with the [U.S. Securities and Exchange Commission \(“SEC”\)](#). We offer our clients financial planning, tax, and investment advisory services. Clients should understand that the services we provide and fees we charge are different than those of a broker-dealer, and that it is important to understand the difference between the two. Free and simple tools are available to research firms and financial professionals at <https://www.investor.gov/CRS>, which also provides educational materials about investment advisers, broker-dealers and investing.

What Investment Services and Advice Can You Provide Me?

WJA primarily offers Comprehensive Planning and Wealth Management services to retail clients with a focus on corporate executives and professionals from the oil and gas industry. This generally includes portfolio management (we review your portfolio, investment strategy, and investments); financial planning (we assess your financial situation and provide advice); and tax planning (with optional preparation). Our wealth management services are tailored to your specific situation and needs and are typically managed according to one of WJA’s model strategies. As part of our standard wealth management services, we typically monitor our investment models on a daily basis and conduct regular account reviews of our individual client accounts. Our firm offers both discretionary advisory services (where our firm makes the decision regarding the purchase or sale of investments) and non-discretionary services (where the retail investor makes the ultimate decision with our guidance). We do not primarily recommend one type of security to clients. Instead, we recommend investment portfolios specific to the Client’s circumstances and needs. However, we are limited in investment selection in that we can only invest your account in securities which are available on your custodian platform. Our minimum account size is \$750,000.

You can find more detailed information about all of our services by reviewing our [Form ADV 2A](#).

QUESTIONS YOU SHOULD ASK THE 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?

Description of Principal Fees and Costs: Our fees vary depending on the services you receive. WJA collects fees for its Comprehensive Planning and Wealth Management services. These fees, which are billed to the client on a quarterly basis in advance, are based on the account value as provided by the custodian at quarter end. The annual fee for our wealth management services is tiered and negotiable based on complexity, specific situations and outside circumstances. Additionally, the amount of assets in your account affects our advisory fee; the more assets you have in your advisory account, the more you will pay us and thus we have an incentive to increase those assets in order to increase our fee.

For Clients utilizing our fixed fee arrangements, your fee will be based on the amount of work we expect to perform for you, so material changes in that amount of work will affect the advisory fee we quote you. The Firm also collects fees for its financial planning services. Fees typically are based on a fixed contract (based on the client’s needs and the expected time to complete the plan) that requires payment of one-half of the agreed amount at the beginning of the engagement, with the balance due upon completion of the work. If you engage us for tax preparation and planning services, fees are based on the complexity of the Client’s tax situation and number of forms to be filed.

You pay our fees even if you do not have any transactions and the advisory fee paid to us generally does not vary based on the type of investments selected. For fees paid in advance, upon termination, you will receive a prorated refund of any unearned fees.

Description of Other Fees and Costs: Some investments (e.g., mutual funds, exchange traded funds, etc.) impose additional fees (e.g., transactional fees and product-level fees) that reduce the value of your investment over time. You

may also pay fees to a custodian that will hold your assets. Additionally, you will occasionally pay transaction fees when we buy and sell an investment for your account.

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

The fees for investment advisory services are described in further detail in our firm's Form ADV, in particular, [Part 2A brochure](#), Item 5.

QUESTIONS YOU SHOULD ASK THE 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 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 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.

WJA conducts IRA rollovers from 401(k) plans for our clients. If we are not already managing your 401(k) assets, it will benefit WJA to recommend a rollover or increase the assets managed by WJA, which constitutes a conflict of interest as the more assets we manage, the more you will pay WJA in advisory fees.

QUESTIONS YOU SHOULD ASK THE FINANCIAL PROFESSIONAL:

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

Additional Information: For more detailed information regarding conflicts of interest, please see our Form ADV, [Part 2A brochure](#).

How Do Your Financial Professionals Make Money?

WJA's financial professionals are paid a salary and non-cash compensation in the form of an employee benefits package. Employees may receive a bonus based on the firm's overall performance and targeted bonuses based on the new net assets under the firm's management. The Firm's Advisors may receive additional bonuses based on net new assets they bring under the firm's management. All bonuses are subject to management discretion.

Do You or Your Financial Professionals Have Legal or Disciplinary History?

No, we do not have any legal or disciplinary history to report. Please see Investor.gov/CRS for a free search tool to research WJA and our financial professionals.

QUESTIONS YOU SHOULD ASK THE FINANCIAL PROFESSIONAL:

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

Additional Information

You may find additional information about WJA on the SEC's website at www.adviserinfo.sec.gov. If you have any questions, want up-to-date information about our firm, or want another copy of this Client Relationship Summary, then please contact us at 713-439-1200.

QUESTIONS YOU SHOULD ASK THE FINANCIAL PROFESSIONAL:

- **Who is my primary contact person?**
- **Is he or she a representative of an investment adviser?**
- **Who can I talk to if I have concerns about how this person is treating me?**