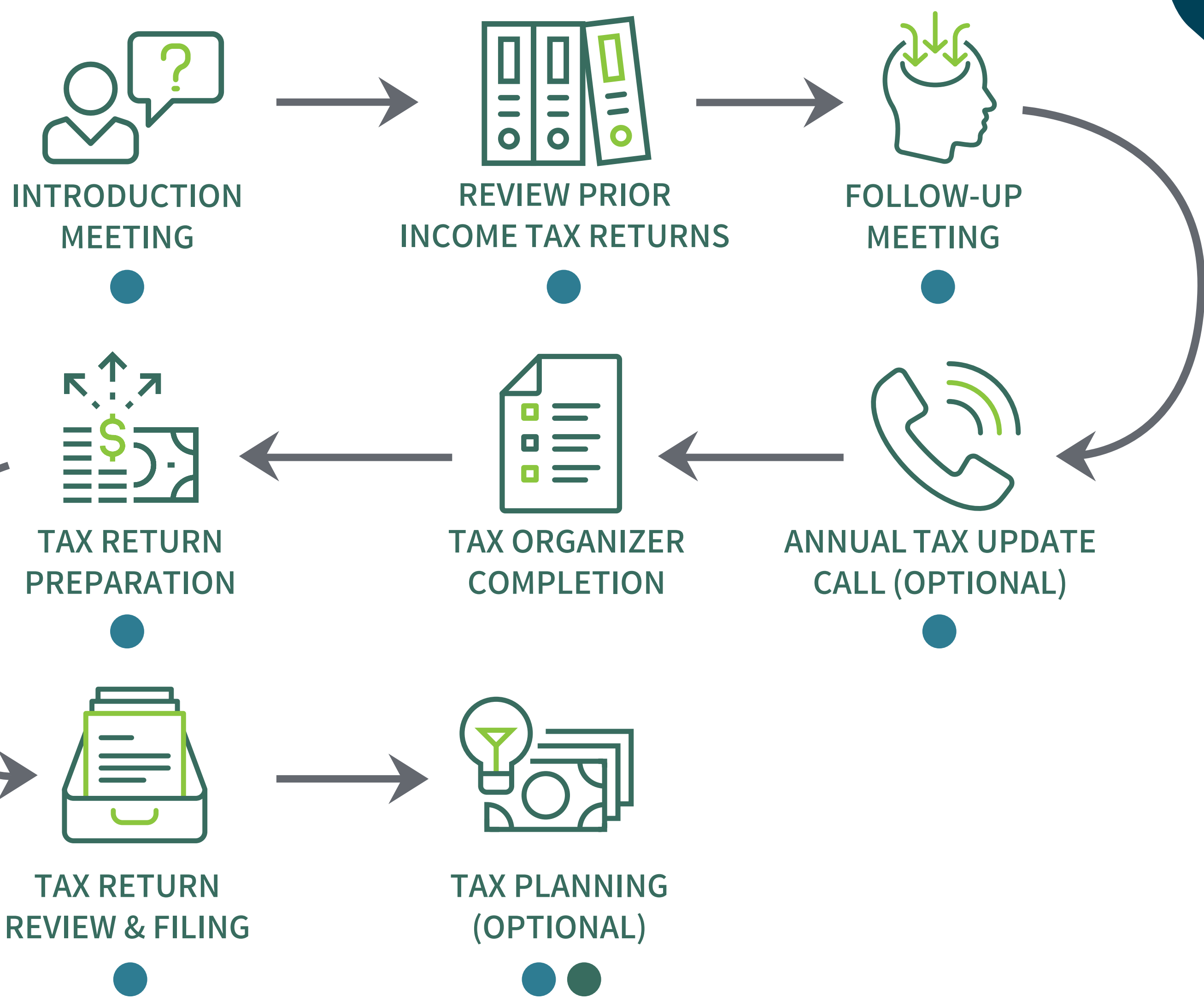
Tax Preparation Process

Tax Preparation & Planning services are natural extensions of your overall relationship with our firm. Our tax team's goal is to efficiently and effectively prepare your income tax returns, maximizing your tax savings. As a part of Godsey & Gibb Wealth Management, our team specializes in working with wealthy individuals or those with complex tax and investment situations. The following road map will give you an idea of our tax preparation process. Please remember, that while tax preparation only occurs for a few months out of the year, your Tax Advisor is available to assist with your tax planning, to help you make informed decisions throughout the year that will help reduce your overall tax liability.



YOUR GODSEY & GIBB TEAM

- Your Tax Advisor (CPA)
- Your Wealth Management Advisor

Tax Preparation Process

GETTING STARTED

INTRODUCTION MEETING

As a new Tax Preparation and Planning client, the focus of our initial meeting is to get to know you on a personal level and to obtain information surrounding your tax history and objectives. This is essential for both tax planning and the preparation of your income tax return(s). In addition, we will cover our tax preparation process and what to expect.

REVIEW PRIOR INCOME TAX RETURNS

If we have not received them from you already, we will ask you to provide us with copies of your most recent two (2) years of income tax returns (federal and state, if applicable). This will allow us to gain a deeper understanding of your recent tax history and input that information into our tax preparation software.

FOLLOW-UP MEETING

If necessary, our team will initiate a follow-up call to address questions regarding your prior-year return and current-year tax situation, as well as to answer any further questions you may have about our process.

Please do not hesitate to follow up with your Tax Advisor for tax planning-related advice, updates to your tax situation, or with questions in between this meeting and the start of the following tax season.

YEARLY

ANNUAL TAX UPDATE CALL

Every year our Director of Tax & Financial Planning hosts a client-only call where they cover the current tax law, proposed tax laws, and recommendations to consider prior to year-end. This call is optional, but we recommend tax clients attend.

TAX ORGANIZER COMPLETION

Each January, you will receive your tax organizer and an engagement letter outlining our scope of services. The organizer will contain various questions related to your financial situation and request verification of certain personal information. In addition, it will include prior-year tax return information for you to use as a reference to facilitate your gathering of the necessary documents and information we will need to properly prepare your income tax returns.

TAX RETURN PREPARATION

Once we receive your completed tax organizer, we will notify you (typically via e-mail) of its receipt and will follow up by phone or e-mail with any questions. Tax returns are prepared on a First In, First Out" basis with limited exception. We encourage you to send your completed tax organizer and supporting documentation to us as soon as practical to ensure timely completion of your return by the initial filing deadlines. Extensions will be filed when necessary.

REVIEW & FILING

When your tax return(s) are complete, you will receive a secure e-mail link to access your return for review and to sign the necessary authorization(s). Once the signed authorization(s) is received, we will electronically file your returns. Our policy is to electronically file all returns unless paper filing is required.

TAX PLANNING (OPTIONAL)

As your financial circumstances shift or tax laws are updated, we want to ensure that your tax strategy remains optimized. Our team will work with you to understand and evaluate any changes to your situation and determine if and how to update your current-year tax projection and strategy. In addition, your Tax Advisor is available year-round to answer tax-strategy-related questions to help maximize your tax savings.