



2021 Tax Season Client Workshop

PRESENTED BY: Larry Post, CPA, MST, CFP®, CIMA® | Matt Smiler, ChFC | Ann Garczynski, CPA | Brian Murray | Yuan Zhang

BWFA Overview

- Founded in 1986 in Howard County, Maryland
- One of the oldest **Fee – Only, Fiduciary Standard** Registered Investment Advisors
- Capabilities/Fields of Expertise:
 - Investments
 - Financial Planning
 - Tax Services
 - Business Services (M&A)
 - Trust Services
- Unique Attributes
 - Comprehensive and Integrated Financial Services
 - Team Approach
 - Complete Transparency
 - Emphasis on Education and Communication
 - Lifestyle Firm
 - Family Wealth Office
- Providing thought leadership, reducing the complexity and guiding clients to make smart decisions based on competent, objective, and ethical advice





BWFA WINS FT300 AWARD 7 YEARS IN A ROW!



Top 300
**Financial
Advisers**
2014-2020



You deserve a better approach to wealth management.

Are you working with the right advisor?

	 BWFA	 Other Firms
Commitment to putting the client's interests first Unlike many stockbrokers and other salespeople, fiduciary advisors are required by law to work in your best interest, not ours.	✓	?
Competitive, transparent fees, stated in writing You will always know exactly what you are paying.	✓	?
No commissions! No incentives for excessive transactions, mutual fund or annuity kickbacks, or from other investment companies.	✓	?
Customized Investment Portfolios BWFA will actively manage your investments specifically for you, creating your ideal diversification and tax efficiency.	✓	?

Baltimore-Washington Financial Advisors invite you to experience the excellence that has built our reputation as a leading Registered Investment Advisor in the industry. **Contact us today to schedule your complimentary consultation.**

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BWFA Team 360



Tax Services

► Tax Planning and Preparation

Few people like the idea of turning over their hard-earned money to the government. An advantage of offering income tax planning services to our financial planning and investment advisory clients is that we're better prepared to give wise tax advice.

Tax returns for individuals, families, trusts and businesses

Tax Planning service including:

- Stock option tax analysis
- Tax-free disposition of real estate
- Choice of business entity
- Responses to tax agency audits or letters
- Representation at audits
- Planning for large charitable donations
- Multi-year alternative minimum tax planning projects



BWFA Tax Team



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Our Process

- Engagement Letters sent via DocuSign
- 2020 tax organizers will be sent through the cloud or by secure email
 - PDF format
 - Print and fill out
 - Fill out online
- Assigned a tax preparer and tax advisor
- Soft due date of March 12, 2021
- Send back tax materials by cloud, USPS, or 3rd party delivery
- We will not send back materials unless requested – make copies



Timeline

- Organizers sent out by January 31st
- Soft due date of March 12th
- We can never guarantee filing by April 15th
- Extensions are not a bad thing
- We are working on estimates and extensions by April 7th



What We Need From You

- All original tax forms received – not partial, a few pages, etc.
- Business income and expenses either on a spreadsheet, summarized, or using accounting software
- Rental income and expenses
- Use the organizer as a guide based upon last years return
- Anything new to the 2020 tax year
- **Confirm federal and state estimated tax payments**
 - **Date**
 - **Amount**



What We Need From You

- **WE ARE DIGITAL:**
We scan everything and do not keep paper
- Do not staple, paperclip or tape anything
- Full size 8 ½ x 11 sheets are very helpful
- Do not send folder, binders, etc.



What We Do Not Need From You

- Miscellaneous invoices and receipts – if we have questions we will ask
- Filling out the entire organizer with information from tax forms
- TDA 1099-Consolidated or 1099-R if you invest with us



Filing

- We file our returns electronically
- Two emails from BWFA
 - E-File forms sent through DocuSign – authorization to e-file your returns
 - Tax returns uploaded to your cloud account – includes instruction letters, estimated tax coupons and payment vouchers for balances due if not paying electronically – you must review your tax returns before filing



BWFA Secure Communication

Secure Communication Platforms

Communication plays an essential role in our daily lives. The ability to effectively and securely communicate with our clients is very important to the staff at BWFA.

At BWFA we use a few different platforms when we want to communicate with our clients:

- BWFA Client Cloud
- BWFA Encrypted Email Server
- DocuSign




BWFA Secure Communication

▶ BWFA Client Cloud: www.bwfa.sharefile.com

Each BWFA Client is created a secure BWFA Client Cloud account. Clients can store important documents as well as securely send BWFA documents as needed.


Once logged in, the client will see that we have created folders for the services they partner with BWFA for, Financial Planning, Tax Services, Investment Management, etc.





☐ Remember Me [Forgot Password?](#)

Questions? Contact Meghan Manas or your BWFA advisor at 410-461-3900, 888-461-3900 (toll free), or emailus@bwfa.com.

[Privacy Policy](#)


 Manas, Eric - BWFA Seminar Test

 Items in this Folder


 People on this Folder

☐


Name ▲

☐ ☆ 

Financial Planning

☐ ☆ 

Investment Management

☐ ☆ 

Tax Services

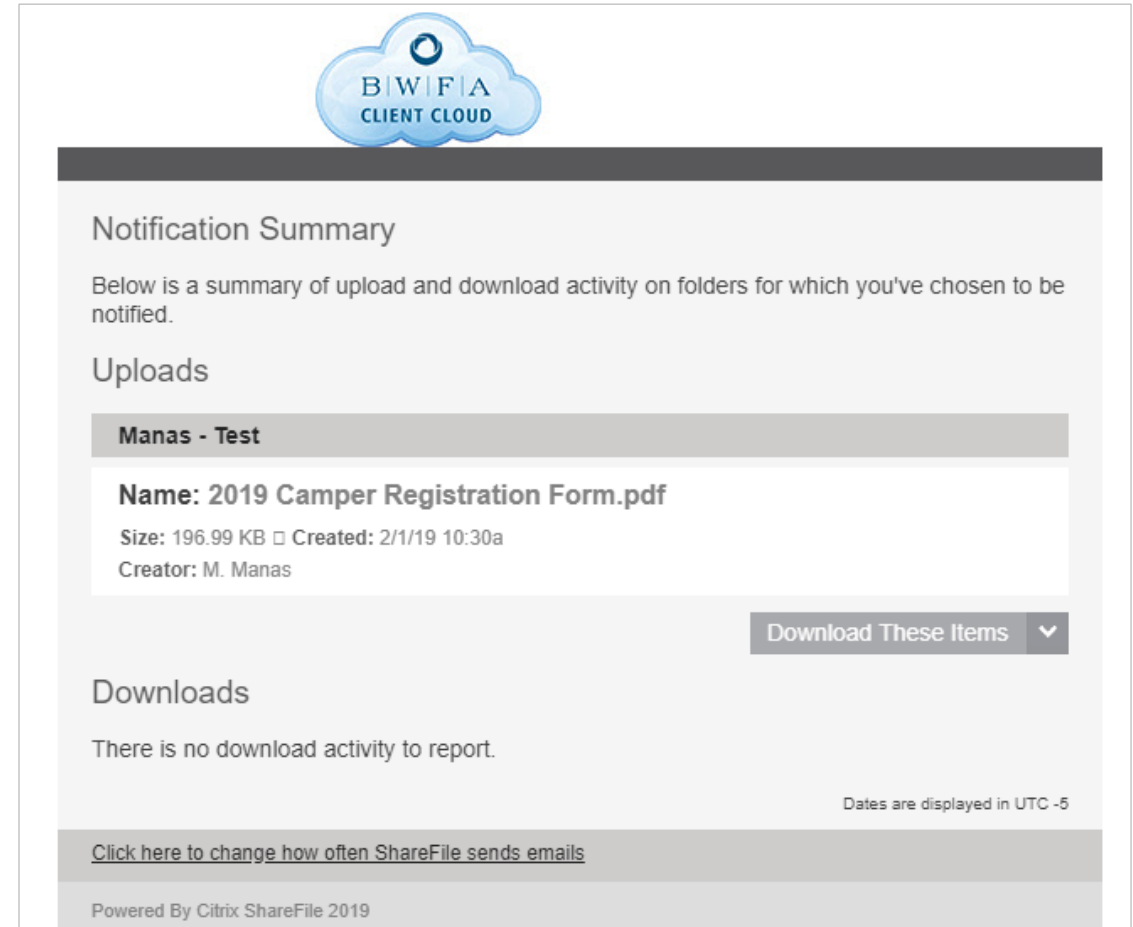
BWFA Secure Communication

▶ BWFA Client Cloud Access: www.bwfa.sharefile.com

There are two common ways a member of the team will utilize the BWFA Client Cloud and sharing documents with you.

The first way is for BWFA to directly upload a document to a folder in your cloud account.

When this option is used, you will receive a “Notification Summary” email. You simply click **“download these items”** and it will take you to the login screen to enter your username and password. Once you are logged in, you may download and view the documents.



BWFA Secure Communication

▶ BWFA Client Cloud Access: www.bwfa.sharefile.com

The second way is for BWFA to send an encrypted email from our ShareFile account.

This option is used by our Tax Department to send you your completed Tax Returns.

You will receive an email alerting you that you have received an encrypted email from our Tax Team. You will need to click on “View Encrypted Message”. You will then be prompted to login and then you will be able to download the items that are sent. You may also reply to the email and your response will securely be sent back to BWFA.

BWFA - 2019 Completed Tax Returns ▶ Inbox x



BWFA Tax Team <mail@sf-notifications.com>
to me ▼

ShareFile Encrypted Email Service

BWFA Tax Team has sent you an encrypted message.

Subject: BWFA - 2019 Completed Tax Returns
From: BWFA Tax Team taxdocs@bwfa.com
Expires: Never

[View Encrypted Message](#)

New to ShareFile? Watch your email for instructions to activate your account before logging in.

This message is protected by state-of-the-art AES 256-bit encryption technology.

BWFA Secure Communication

▶ BWFA Encrypted Email

BWFA uses our encrypted email server to securely send and receive documents from our clients. To securely access our encrypted email server and send a staff member an email from **www.bwfa.com**:

1. Click “Client Access” from our home screen

2. Click on “Client Secure Encrypted Email Access

3. Click on “Click here to

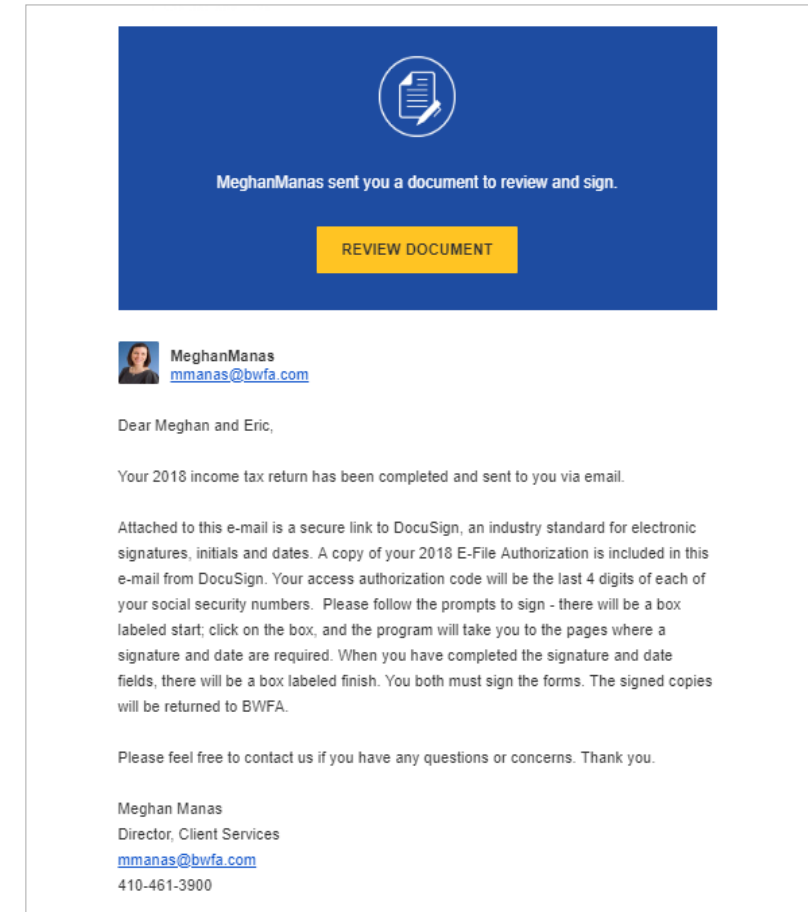
The screenshot shows the BWFA website's navigation bar with links for CLIENT ACCESS, ABOUT US, SERVICES, NEWS, SEMINARS & EVENTS, and CONTACT US. The main heading is "CLIENT SECURE ENCRYPTED EMAIL ACCESS". Below this, a message states: "Feel free to send us an secure encrypted email message by clicking on the link below. We look forward to hearing from you!". A red link "Click here to access secure email" is displayed. On the right, under "Our Services", there are four buttons: INVESTMENT MANAGEMENT, FINANCIAL PLANNING, FINANCIAL PLANNING FOR BUSINESSES, and TAX SERVICES.

BWFA Secure Communication

BWFA DocuSign

BWFA uses **DocuSign** to send necessary forms to you to sign:

1. Click “**Review Document**” and it will direct you to our online portal.
2. It will then prompt you to enter the “**Access Code**,” enter and hit “**Validate**.”
3. Click “**Continue**.”
4. Click “**Start**.”
5. Click “**Sign**” you will be prompted to Adopt your personal signature.
6. Click “**Finish**.”
7. There is no need to create a free DocuSign account, BWFA will have copies of the forms for your file.
8. At this point, the document will be sent to the next signer (partner) if applicable. They will walk through the same steps.
9. Once completed, it will be sent to BWFA to file with your documents.



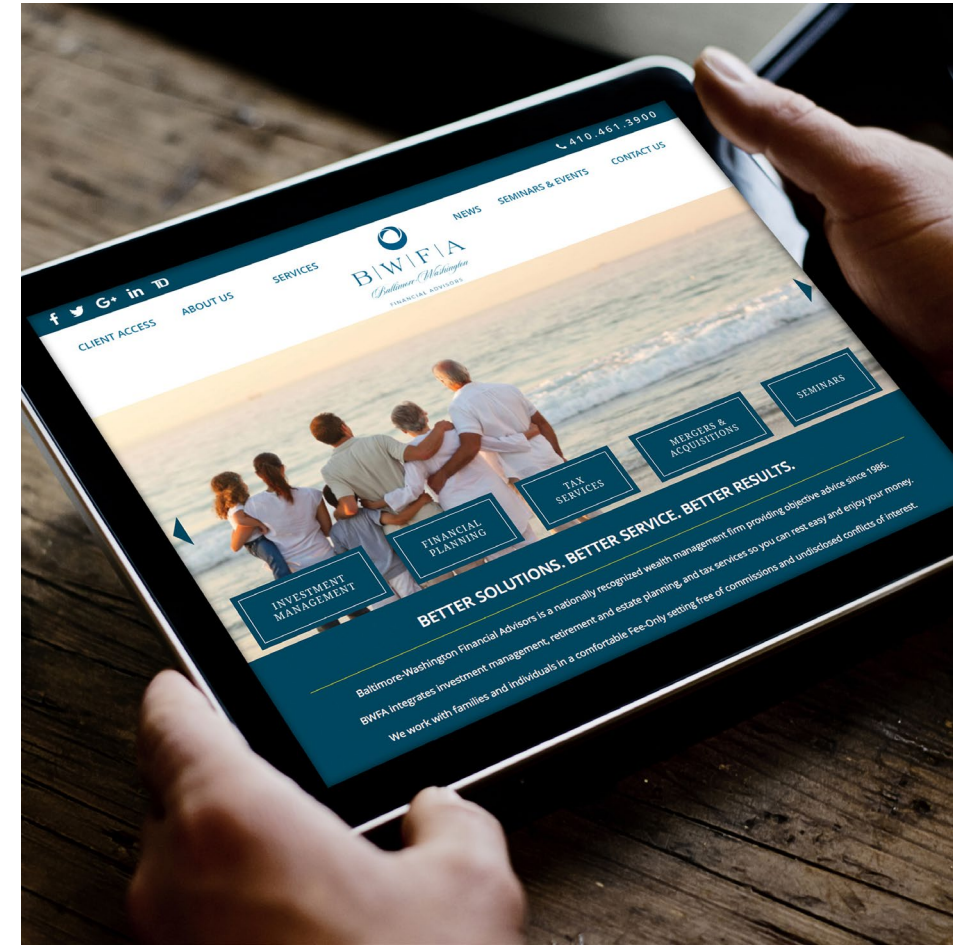
Payments

- **HIGHLY RECOMMEND ELECTRONIC PAYMENTS FOR BALANCES DUE AND ESTIMATED TAX PAYMENTS**
- Pay estimated tax payments electronically through federal and state websites or bank online bill pay



BWFA.com Resources

- Request a complimentary consultation/conversation
- Request a complimentary financial assessment (aka 2nd opinion)
- Request a complimentary annuity analysis
- Webinars (schedule & registration, library)
- News & Blog
- Podcasts
- Market updates
- The Advisor Magazine



Q&A

- Do you need guidance making Financial Planning, Investment or Tax decisions?
- It's complicated, BWFA can help, and reduce your stress!

**Thank you for attending
today's webinar.**



The logo for BWFA Financial Advisors is displayed at the top of the slide. It features a circular icon with a stylized 'B' and 'W' inside, followed by the letters 'B | W | F | A' in a serif font. Below this, the words 'Baltimore-Washington' are written in a script font, and 'FINANCIAL ADVISORS' is written in a smaller, all-caps sans-serif font. Below the logo is a large photograph of the BWFA team. The team consists of approximately 20 professionals, both men and women, dressed in business attire. They are standing in a line in front of a large, classical building with columns. In the background, the Washington Monument is visible against a sunset sky with orange and yellow clouds.

Better **Solutions.** Better **Service.** Better **Results.**

Retirement & Estate Planning | Investment Management | Tax Services | Business Services