



Illuminating your family's path to a brighter financial future.

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Form ADV Part 2A

Client Brochure

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This brochure provides information about the qualifications and business practices of Carrie Houchins-Witt Tax & Financial Services, LLC. If you have any questions about the contents of this brochure, please contact Carrie Houchins-Witt at 319-358-2854 and/or carrie@houchinswitt.com. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Carrie Houchins-Witt Tax & Financial Services, LLC is also available on the SEC's website at www.adviserinfo.sec.gov.

Item 2 - Material Changes

Material change to this Form ADV Part 2A brochure are as follows:

- Increase in the firm's hourly rate for services from \$250 to \$275 per hour.
- Revision to the engagement letter stating a requirement of a \$500 deposit for financial planning services for new clients at the time the engagement letter is executed.
- Revision to the engagement letter stating a requirement that all documentation be submitted by the client to the firm within 30 days of the execution of the engagement letter. If all documentation is not submitted, the engagement letter shall expire, and deposit will be refunded.

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Item 4 – Advisory Business

Carrie Houchins-Witt Tax & Financial Services, LLC is a fee-only company which offers financial planning services on an hourly basis; and tax preparation services on either an hourly or flat fee basis, depending on the engagement. Carrie Houchins-Witt, CFP®, EA, the president and sole proprietor of the firm, has been providing financial planning services since 2008.

Services offered:

- Comprehensive financial planning
 - Budgeting and cash flow analysis
 - Debt reduction planning
 - Education planning
 - Retirement planning
 - Analyzing insurance needs
 - Investment planning and asset allocation recommendations
 - Income tax planning
 - Inheritance or windfall management
 - Divorce financial services
- Income tax services
 - Individual and business tax preparation
 - Federal and state preparation
 - Representation before the IRS for tax problems
- Accounting and Bookkeeping
 - QuickBooks accounting and training
 - Payroll processing

Through an initial consultation, and upon mutual agreement, the services are tailored to the specific needs of each client.

Please note that any referral of financial planning clients to our firm's tax preparation services would constitute a conflict of interest. Therefore, we will neither solicit nor require financial planning clients to use our firm's tax preparation services as part of clients' financial planning engagements.

Item 5 – Fees and Compensation

For financial planning services, Carrie Houchins-Witt Tax & Financial Services, LLC is compensated on an hourly basis at a rate of \$275 per hour.

An initial consultation is provided at no charge. Estimates will be provided to the client at the time needed to complete services, and client authorization will be obtained if the estimate may be exceeded.

Payment is accepted in the form of check, credit card or cash. For new clients, a deposit of \$500 is required at the time of execution of the engagement letter. Payment in full is expected when the plan is presented to the client. Carrie must be notified in writing if the client would like early termination of the agreement (prior to the plan being completed). The client will be charged for hours worked.

If the client does not submit all required documentation to complete the plan within 30 days of the execution of the engagement letter, the engagement letter will expire, and the client's deposit will be refunded. The client is free to request a new engagement but may be scheduled for a time after other clients who have been waiting have received services.

Carrie Houchins-Witt Tax & Financial Services, LLC is not compensated for the sale of securities, mutual funds, investment products, insurance, banking, or mortgage services. If products are recommended, clients have the option to purchase them through any broker or agent. Carrie Houchins-Witt Tax & Financial Services, LLC has no affiliation with any broker, agent, or other firm.

Item 6 – Performance-Based Fees

Carrie Houchins-Witt Tax & Financial Services, LLC does not charge any performance-based fees because of the potential conflict of interest. For financial planning services, fees are only charged on an hourly basis, as disclosed above in Item 5.

Item 7 – Types of Clients

Carrie Houchins-Witt Tax & Financial Services, LLC generally provides services to individuals, couples, families, and small businesses. There is no minimum net worth or income requirement.

Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss

Carrie Houchins-Witt Tax & Financial Services, LLC provides advice based on the needs of each client. Through an initial consultation, a clear picture is drawn of the client's financial situation, needs, objectives, risk tolerance and time horizon. Recommendations are then made using our best judgment to help clients reach their overall goals while minimizing risk exposure.

Picking investments for retirement, college or other financial goals is just one component of the financial planning process and needs to be done within the context of an overall plan. The investments we generally recommend are no-load, passively-managed, index mutual funds and ETFs; and while individual investment analysis is important, we believe that the strongest determinant of a portfolio's total return is the appropriate allocation of assets across diverse investment categories, which is the most critical component to the long-term success of reaching one's financial goals.

As an index fund oriented financial planning firm, our investment advice focuses on helping the client by:

- Creating a broadly diversified, global, properly allocated portfolio spread across the major asset classes, utilizing low-cost index mutual funds and ETFs.
- Locating assets between taxable and tax-advantaged accounts to increase tax efficiency and reduce the drag taxes have on investment performance.
- Assisting the client to rebalance the portfolio's asset allocation on a regular basis, as needed and requested by the client.
- Planning a strategy for portfolio withdrawals, particularly in retirement, to improve portfolio longevity and adherence to IRS required minimum distribution rules.
- Helping you adhere to your financial plan, especially during periods of market volatility.

In addition to the approach outlined above, we often use information from a variety of sources which may include financial publications, prospectuses and rating agencies to analyze individual investments for a client's recommended portfolio. Fundamental analysis may be used, as well as an assessment of the performance of an investment versus its peers and benchmarks, the investment strategy of a fund manager, and costs, as well as other gauges of appropriateness for the client's financial situation. Carrie Houchins-Witt Tax & Financial Services, LLC does not believe in, nor do we make recommendations based on timing the market.

Investing in securities involves risk of loss that clients should be prepared to bear. Limiting risk of a portfolio to a client's individual risk tolerance by diversifying investments across cash, stocks, and bonds is the goal. However, there is no guarantee that it will be successful. Business cycles, the economy, inflation, political issues, tax changes, international events, and other issues can adversely affect a portfolio's value.

Item 9 – Disciplinary Information

Carrie Houchins-Witt Tax & Financial Services, LLC is obligated to disclose any disciplinary event that might be material to any client when evaluating our services. There are no legal or disciplinary events to report.

Item 10 – Other Financial Industry Activities and Affiliations

As mentioned above in Item 4, in addition to financial planning services, Carrie Houchins-Witt Tax & Financial Services, LLC also provides income tax preparation and accounting services. As was also mentioned in Item 4, any referral of financial planning clients to our tax preparation services would constitute a conflict of interest. Therefore, we will neither solicit nor require financial planning clients to use our firm's tax preparation services as part of clients' financial planning engagements.

There are no arrangements or affiliations with other parties or businesses that are material to this business or its clients.

Item 11 – Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

Carrie Houchins-Witt, CFP® and her associate CFP® (see part 2B of this brochure) are bound by CFP Board's *Standards of Professional Conduct*. The Standards prominently require that CERTIFIED FINANCIAL PLANNER™ professionals provide financial planning services at a fiduciary standard of care. This means CERTIFIED FINANCIAL PLANNER™ professionals must provide financial planning services that are in the best interests of their clients.

Carrie Houchins-Witt, CFP® is a member of the National Association of Personal Financial Advisors (NAPFA) and adhere to their Fiduciary Oath and Code of Ethics.

Carrie and her staff will always act in her client's best interest and will notify clients in writing of any possible conflicts of interest.

Carrie and her staff may, on occasion, personally buy and/or sell securities which are also recommended to clients. These transactions are broadly traded mutual funds and ETFs where personal ownership is not likely to present a conflict of interest.

Item 12 – Brokerage Practices

Carrie Houchins-Witt Tax & Financial Services, LLC is not affiliated with any bank, custodian, or brokerage firm and receives no compensation from any such organization. The firm does sometimes utilize research and educational products from third parties such as Vanguard,

Dimensional Fund Advisers, BlackRock, Fidelity, Morningstar and other companies and institutions to inform the firm's recommendations.

Item 13 – Review of Accounts

Carrie Houchins-Witt Tax & Financial Services, LLC does not provide ongoing monitoring and review of client accounts. Many clients request a periodic (quarterly or annual) review, and such review would be considered a new financial planning engagement.

Item 14 – Client Referrals and Other Compensation

Carrie Houchins-Witt Tax & Financial Services, LLC does not accept or pay compensation or any other economic benefits for making or accepting client referrals. The only compensation received is in the form of fees paid directly by clients.

Item 15 – Custody

Carrie Houchins-Witt Tax & Financial Services, LLC does not take custody of client funds.

Item 16 – Investment Discretion

Carrie Houchins-Witt Tax & Financial Services, LLC does not accept discretionary authority to manage accounts on behalf of clients.

Item 17 – Voting Client Securities

Carrie Houchins-Witt Tax & Financial Services, LLC does not accept authority to vote on client securities.

Item 18 – Financial Information

This item is not applicable because Carrie Houchins-Witt Tax & Financial Services, LLC does not require or solicit prepayment of advisory fees in excess of \$500 and does not have any adverse financial condition that is likely to impair its ability to meet contractual commitments to its clients. Neither Carrie Houchins-Witt nor her associate CFP® have been the subject of a bankruptcy petition. Finally, since the firm does not solicit a prepayment of more than \$500 in fees per client (six months or more in advance), it is not required to submit a balance sheet with this disclosure.

Item 19 – Requirements for State-Registered Advisers

Carrie Houchins-Witt, CFP®, EA owner and sole proprietor:

- EDUCATION
 - Bachelor of Science, Northwestern University, 1993

- Certified Financial Planning Certificate, Kaplan University, 2008
- BUSINESS BACKGROUND
 - 2006-Present – Owner - Carrie Houchins-Witt Tax & Financial Services LLC
 - 2002 – 2006 – Small Business Consultant – Self-Employed
 - 1997 – 2002 – Area Director of Revenue – Kimpton Group Seattle
- DESIGNATIONS
 - CERTIFIED FINANCIAL PLANNER™ professional earned 2009
 - To obtain the CFP® designation from the CFP Board, a financial planning professional must: (1) complete a comprehensive course of study at a college or university offering a personal financial planning curriculum approved by the CFP Board; (2) pass the comprehensive CFP® Certification Exam (average pass rate for this difficult exam ranges from 60% to 65%); (3) have three years of personal financial planning experience; and (4) agree to the CFP Rules of Conduct, including the adherence to a fiduciary standard (putting the client's interests first).
 - Enrolled Agent (EA) earned 2013
 - The Enrolled Agent designation is the highest credential a tax professional can earn from the IRS and is a designation recognizing Carrie Houchins-Witt as one of "America's Tax Experts."
 - The designation is earned by passing a series of three difficult exams administered by the IRS (the overall pass rate is 70%, with only 60% of test takers passing the business tax exam).
- SERVICES (Other than giving investment advice) PROVIDED
 - Tax preparation – Time Spent – 83%
 - Accounting – Time Spent – 7%
- FEES
 - No fees, other than those disclosed in Item 5, are earned.
- No other events or relationships to report.



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Form ADV Part 2B

Brochure Supplement

For

Corey Houchins-Witt, CFP®
Financial Planner/Investment Adviser Representative

Dated August 1, 2018

This brochure supplement provides information about Corey Houchins-Witt, CFP® that supplements the Carrie Houchins-Witt Tax & Financial Services, LLC brochure. A copy of that brochure precedes this supplement. If you have any questions about the contents of this brochure supplement, or if the firm's brochure is not included with this supplement, please contact Carrie Houchins-Witt at 319-358-2854 and/or carrie@houchinswitt.com.

Additional information about Corey Houchins-Witt is also available on the SEC's website at www.adviserinfo.sec.gov.

Item 2 - Educational Background & Business Experience

Education

- 2017 - Certificate in Financial Planning, Boston University
 - Boston University's CFP Board-Registered Program satisfies the education coursework requirement for the CFP® certification.
 - The coursework typically takes 14 months to complete and consists of seven courses covering the major domains of financial planning including the foundations of financial planning (including education planning), insurance planning, investment planning, income tax planning, employee benefit and retirement planning, estate planning and a practicum.
- 2002 - Master of Public Administration (MPA), University of Washington (Seattle)
 - Course of study included graduate level coursework in economics, statistics, budgeting, financial management, and cost-benefit analysis.
- 1993 - Bachelor of Arts in Economics & Psychology (Double Major), Wake Forest University

Business Experience

- 2018 – Present: Financial Planner/Investment Adviser Representative, Carrie Houchins-Witt Tax & Financial Services LLC
- 2015 – 2018: Practice Manager, Carrie Houchins-Witt Tax & Financial Services, LLC
- 2014 – 2015: Real Estate Development Consultant, Affordable Housing Network, Inc.
- 2012 – 2014: Director of Real Estate Development, Affordable Housing Network, Inc.
- 2005 – 2011: Asset Manager, National Housing Compliance
- 2002 – 2005: Analyst, U.S. Government Accountability Office (GAO)

Designations

- CERTIFIED FINANCIAL PLANNER™ professional earned 2018
 - To obtain the CFP® designation from the CFP Board, a financial planning professional must: (1) complete a comprehensive course of study at a college or university offering a personal financial planning curriculum approved by the CFP Board; (2) pass the comprehensive CFP® Certification Exam (average pass rate for this difficult exam ranges from 60% to 65%); (3) have three years of personal financial planning experience; and (4) agree to the CFP Rules of Conduct, including the adherence to a fiduciary standard (putting the client's interests first).

Item 3 – Disciplinary Information

Corey Houchins-Witt is obligated to disclose any legal or disciplinary event that might be material to any client when evaluating the firm's services. There are no legal or disciplinary events to report.

Item 4 – Other Business Activities

In addition to financial planning services, Carrie Houchins-Witt Tax & Financial Services, LLC provides income tax preparation and accounting services. Corey Houchins-Witt provides assistance and support for these services.

Corey Houchins-Witt does not have any other business activities outside those of the firm. He does not receive any compensation (including bonus or non-cash) based on sales of securities or other investment products.

There are no arrangements or affiliations with other parties or businesses that are material to Corey Houchins-Witt or his (or the firm's) clients.

Item 5 – Additional Compensation

Corey Houchins-Witt does not receive compensation of any type other than from Carrie Houchins-Witt Tax & Financial Services, LLC.

Item 6 – Supervision

Carrie Houchins-Witt, as the firm's Principal and Chief Compliance Officer, is responsible for the supervision of Corey Houchins-Witt. She may be contacted at 319-358-2854.

Carrie Houchins-Witt works together as a team with Corey Houchins-Witt in providing services to the firm's clients. As such, Carrie generally reviews all advice delivered to clients prior to the receipt of such advice by approving of all written work products generated by Corey, including comprehensive financial plans, modular plans and investment policy statements.

Item 7 – Requirements for State Registered Advisers

Neither Corey Houchins-Witt nor Carrie Houchins-Witt Tax & Financial Services, LLC have ever been involved or found liable in any civil, criminal, self-regulatory or administrative proceeding. Neither the firm nor Corey Houchins-Witt have been the subject of any bankruptcy petition.