



# Bookkeeping and Payroll



Freeing your company's managers to focus on the critical aspects of running your business, our skilled accounting personnel are available to support the following bookkeeping and payroll functions in an efficient and timely manner:

## Bookkeeping Services:

- Recording income and expenditure transactions
- Reconciling bank statements
- Providing cash balance reports
- Preparing customized reports

## Payroll Services:

### Each Payroll

- Payroll checks
- Employee earning statements
- Payroll journal
- Payroll tax summary

### Each Quarter

- Federal tax form 941
- Federal unemployment tax form 940
- State unemployment tax
- State and local tax

### Each Year

- W-2, W-3, 1099 & 1096
- Federal unemployment tax form 940
- Federal, state and local tax reconciliations
- Year end reports



Member of the  
**Virginia Society of  
Certified Public  
Accountants**



## BAS Certified Public Accountant Firm

19465 Deerfield Ave., Suite 102, Lansdowne, Virginia 20176

Tel: (571) 495-2227 | Fax: (703) 995-4333 | [www.bascpa.com](http://www.bascpa.com) | [info@bascpa.com](mailto:info@bascpa.com)