



1136 S. Delano Court West, Suite B201-2002  
Chicago, IL 60605

www.howardtaxprep.com  
855-743-5765

## 2018 TAX RESOLUTION SERVICES

We typically charge a flat fee for tax debt relief services. The amount of the flat fee varies from case to case depending on the circumstances. Here is a breakdown of the average flat fee we charge for common tax debt relief services:

**Consultation:** We offer a TIMED FREE 15 MINUTE PHONE/EMAIL CONSULTATION.

After your 15-minute consultation, consultations are available in 30 minute increments. Our consultation fees are **\$75 for ½ hour, and \$125 for an hour**. Should you continue with your tax resolution services we will be more than happy to apply the consultation fee against the cost of any services that you hire us to provide, which in effect makes it free if you decide to work with us.

**Tax Resolution Investigation of Liability** Includes Initial Research, IRS correspondence, Power of Attorney, Transcripts, receiving of notices. **Fee: \$255**

**Collection Information Data** Initiate protection from IRS collection actions, pull debt records to see how much is owed at time of representation, when the debt arose, what kinds of penalties have been assessed, calculate **IRS 10 Year Debt Expiration Dates (CSED)**, check your IRS account for changes such as audits, liens, collections, significant balance changes, and determine your options for resolving the tax debt. **Fee: \$275.**

**State tax representation** Includes power of attorney, receiving of documents, request for levy release, completing installment agreement paperwork, requesting a hardship, and negotiating Offer in Compromise if possible. **Fee: \$875 to \$1,500 PER STATE.**

**IRS Tax Lien Removal** If you are trying to sell or refinance your home and have a federal tax lien filed on your home, you may need one of our IRS Enrolled Agents to remove the lien. The flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee: \$950-\$1,250.**

**Payroll Tax Debt Form 941/940 taxes** Representation and resolution of tax problem whether your business is open, closed or soon to be closed. The flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee: \$1,275 to \$6,500.**

**Penalty Waiver Request** Completion of official document requesting penalty & interest waiver/abatement on personal or business taxes (includes appeals). The flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee: \$575 to \$1,800.**



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## 2018 TAX RESOLUTION SERVICES (continued)

**Currently Not Collectible Status:** Once we file your tax returns we may find that you qualify for a special hardship with the IRS. We will prepare a personal financial statements that confirms if you were forced to pay your tax debt, and necessary living expenses, you would face a financial hardship. Being classified as currently not collectible does not mean that the debt goes away. It means that the IRS has determined that you cannot afford to pay the debt at this time. Penalties and interest will continue to be added to the debt **\*\*THIS DOES NOT EXTEND THE TIME THE IRS HAS TO COLLECT YOUR TAX DEBT! \*\*** the flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee: \$875 to \$1,500.**

**Partial Pay Installment Agreement** Once we file your tax returns we may find that you qualify to pay a small portion of the debt, and the remaining debt in payments made over time. If this is the case, our office will then need to prepare a personal financial statement showing what you can afford to pay monthly after your personal expenses. Self-employed clients will also need to have business profit and loss statements completed. The flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee: \$650-\$850**

**Offer in Compromise:** Debt settlement for substantially less than you owe. For example, a good offer in compromise would be to settle a \$150,000 debt with a mere \$4,000 payment. The flat fee we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating, and an offer in compromise with the IRS. Cost depends on the amount of the tax owed, as the more one owes, the more complex the case is. **Fee:**

- **Less than \$25,999.....\$1,250**
- **\$26,000- \$49,999.....\$2,750**
- **\$50,000-\$99,999.....\$3,750**
- **\$100,000-\$299,999.....\$5,750**
- **\$300,000-\$750,000.....\$8,750**
- **More than \$750,000... 12,750**



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## 2018 TAX RESOLUTION SERVICES (continued)

**Basic Installment Agreements** The flat fee we charge for setting up an installment agreement (i.e. a payment plan) with the IRS depends on the total amount of tax that is owed. This is because the IRS has different standards for accepting installment agreements that get progressively more stringent the higher the balance due. The flat fee that we charge is for preparing & submitting financials, stopping collections, receiving documents, communicating with the IRS, and negotiating. **Fee:**

- Less than \$25,000..... \$425
- \$25,000 – \$50,000.....\$850
- More than \$50,000..... \$1,800+

### Other Miscellaneous Services:

- Garnishment & Levy Release: \$775 to \$1,500
- Injured Spouse Relief: \$575 – \$2,500
- Innocent Spouse Relief: \$2,500 – \$4,500
- Tax Resolution Billable Hours-\$85 an hour
- Attorney litigation \$425 per hour
- CPA representation \$300 per hour
- CPA review \$250 per return



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## **BUSINESS FORMATION, PAYROLL, COMPLIANCE, AND MAINTENANCE**

### **DREAMERS PACKAGE--\$100** READY TO BRING YOUR VISION TO LIFE?

This package provides: 15 name searches in the State databases; Preparation & filing of Articles of Incorporation; Federal Tax ID/EIN; Listing of forms corporations need to stay legally compliant. **Does not include consultations, questions, tax planning, or State or Federal filing fees.**

### **STARTER PACKAGE LLC/ CORPORATION--\$175** LAY YOUR FOUNDATION WITH OUR STARTERS PACKAGE.

This package provides: 30 name searches in the State databases; Preparation & filing of Articles of Incorporation/Operating agreement; Federal Tax ID/EIN; Sample Bylaws/Operating agreement; and toll free number.\* **Does not include any consultations, questions, tax planning, State or Federal filing fees.**

### **OWNERS PACKAGE LLC/ CORPORATION--\$325**

JUST ADD YOUR BUSINESS PLAN & YOU'RE READY TO OPEN. We provide you with the following: Unlimited name searches; Preparation & filing of Articles of Incorporation; Federal Tax ID/EIN; Customization of standard bylaws/operating agreement; Sample copy of corporate minutes; toll free number **Does not include tax planning, or State or Federal filing fees.**

### **EXECUTIVE PACKAGE LLC/ CORPORATION--\$475**

SHOW THE WORLD YOU MEAN BUSINESS! Package includes: Unlimited name searches; Preparation & filing of organizing documents; Federal Tax ID; Dunn & Brad Street registration; Customization of bylaws; Corporate minutes forms; Sample business plan; Sample financial statements, and toll free number.\* **Does not include Tax Planning, or State/Federal filing fees.**

### **NON PROFIT SETUP--\$750**

WANT TO MAKE A DIFFERENCE, BUT DON'T KNOW WHERE TO START? Then this nonprofit setup package is for you! Package provides: Preliminary nonprofit name clearance; Federal Tax ID; Customization of Bylaws; Completion & filing of organizing documents; Completion of IRS 1023 application for Federal Tax Exemption; and toll free number.\* **Does not include State/Federal filing fees.**

### **1 HOUR CONSULTATION--\$125.00 1/2 HOUR CONSULTATION--\$75.00**

Do you know how to prepare your own taxes, but still have a few questions? Do you already know how to setup your own business structure, but aren't sure what forms you need? If so, get the assistance of a nonprofit & for profit corporation owner with IRS credentialed tax knowledge! Gather your things and schedule your 60-minute session today. **All DIY assistance sessions must be purchased in 30 minute increments. NON REFUNDABLE.**

**FULL SERVICE PAYROLL**--**\$45.00 a month, plus \$7.00 per employee** Payroll company is responsible for all filings and deposits of federal, state, & local taxes. W-2's are also filed for you.

**DO IT YOURSELF PAYROLL** --**\$11.00 a month** you alone are responsible for all of your federal, state, and county tax payments.

**REGISTRATION OF BUSINESS TAX PAYMENT ACCOUNT (STATE & COUNTY)** for tax paying number--**\$35.00.**

**REGISTRATION OF BUSINESS TAX PAYMENT ACCOUNT (FEDERAL)** Registration of Business with IRS for tax paying number--**\$35.00.**

**STATE NEW HIRE REPORTING** --**\$35.00 Per employee.**

**STATE UNEMPLOYMENT REGISTRATION**--**\$35.00 Per employee.**

**TAX REGISTRATION, NEW HIRE REPORTING, & UNEMPLOYMENT REPORTING**--Bundle package rate **\$99.00.**

**EMPLOYMENT PACKET FOR ADULTS** (ages 21-99) --**\$39.95** Includes Federal & State new hire forms and job description.

**EMPLOYMENT PACKET FOR CHILDREN** (ages 7-21) --**\$49.95** Includes Federal & State new hire forms; job description; **IRS Audit Proof Substantiation of employment documents**; Reporting Documents.

**QUICKBOOKS ONLINE ACCOUNTING SOFTWARE**--**\$20.00 a month** (If you don't want to pay this amount you can get your own QBO account and give us access).

**NO COST BOOKKEEPING & ACCOUNTING SOFTWARE** -- **\$125.00 Setup fee, \$0 monthly fee.** Additional support billed at \$75.00 an hour.

**COLLECTION AGENCY FOR A/R** Third party vendor handles collections on your behalf. -- **\$35.00 Setup fee, \$0 monthly fee.**

**TOLL FREE NUMBER WITH EMAIL FAX**-- Memo on Call, Multiple Extensions, Internet Fax Auto Attendant, Conference calling, Call recording--**\$10.00 Per month.**

**EXPENSE ACCOUNT**—Needed by C/S corporations to track expenses and reimbursements of employee business expenses. Without this account, employee expenses can be denied by the IRS. --**\$35.00 Setup, \$0 monthly fee.**

**T-SHEETS** –Easily track time on any device to streamline payroll, send accurate invoices. Flat fee of \$20.00 per month, plus \$5.00 per employee/administrator.

**\*Toll free number is free for the 1st 30 days**

**BUSINESS AGREEMENTS AND COMPLIANCE RESOLUTIONS**

<b>INDEPENDENT CONTRACTOR AGREEMENT:</b> 1099 Contractor agreement— COST \$39.95 per agreement. Additional agreements for same contractor type used in the same month \$25 per additional agreement.	
<b>1099 ONBOARDING SERVICE</b> —Pricing starts at \$50.00 per employee.	
<b>RESOLUTION FOR SALARY:</b> Corporate Resolution to adopt salary— COST \$39.95.	
<b>RESOLUTION DOCUMENTS:</b> Corporate Resolutions— COST \$39.95.	
<b>OPERATING AGREEMENT:</b> Strongly suggested for LLC & Partnerships— COST \$99.99	
<b>CORPORATE BYLAWS:</b> Details how business and day to day operations will be handled. Cost varies starts at \$199.99-\$499.99.	
<b>EMPLOYMENT PACKET FOR ADULTS:</b> For S-Corp members that need to hire themselves or a spouse. Includes new hire forms; job description — COST \$39.95.	
<b>EMPLOYMENT PACKET FOR CHILDREN:</b> Includes new hire forms; job description; <b>IRS Audit Proof Substantiation of employment documents</b> ; Reporting Documents — COST \$49.95.	
<p><b>Solo 401k/IRA Creation--\$375.00-\$1,500</b></p> <p>Account setup includes:</p> <ul style="list-style-type: none"> <li>• CompanyRegistration.</li> <li>• Classification of Fund.</li> <li>• Designation of Account Privileges.</li> <li>• Qualified Retirement Fund Agreement</li> <li>• Options trading agreement.</li> <li>• Uninvested funds options.</li> <li>• Beneficiary designations.</li> <li>• Notarized Spousal Consent.</li> <li>• TrusteeDesignations.</li> <li>• FINRA Regulation compliance.</li> <li>• Electronicdocumentsdelivery.</li> <li>• Loan withdrawal option designation</li> </ul>	<p><b>Accountable Plan Creation--\$225.00</b></p> <p>Account Setup Includes:</p> <ul style="list-style-type: none"> <li>• IRS regulated requirements.</li> <li>• Employer &amp; Employee plan agreement.</li> <li>• Classification of plan.</li> <li>• Spreadsheet for tracking accountable plan transactions.</li> <li>• Electronicsoftware for employee expense capture &amp; reimbursement payments.</li> </ul>



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Before we accept new clients we do provide **a free 15-minute consultation**. For those that do not wish to use our tax/business services, but still need advice/have questions our consulting fees are as follows:

**1 HOUR CONSULTATION:** \$125  
**30 MINUTE CONSULTATION:** \$75

**REVIEW OF FEDERAL RETURN:** \$25 Per tax year.  
**REVIEW OF STATE RETURN:** \$15 Per tax year.

We value our client's trust, and we believe in the principle of truth in advertising. We want our clients to understand the model behind our pricing and to have a clear method to estimate the cost of their return preparation. Howard Tax Prep individual tax preparation pricing is based on the National Society of Accountants annual survey of over 8,000 preparers nationwide. The average price for tax return in 2015 (for the fiscal year 2014) was \$273.

**Discounted Cash/Chase Quick Pay/Cash App packages.**

**Senior Citizen (ages 55+) 20% discount** (not applicable to discounted packages).

**Veterans/Teachers/First Responders 20% discount** (not applicable to discounted packages).

**New Customers Receive \$25 off of package prices** (not applicable to discounted packages).

Typical <b>SINGLE PERSON/COLLEGE STUDENT</b>	
Form 1040	\$185.00
State	\$35.00
E-file	\$20.00
Technology Fee	\$20.00
<b>Total</b>	<b>\$260.00</b>

Typical <b>Individual with Child/Children Tax Return</b>	
Form 1040	\$225.00
EIC form	\$35.00
Other minor forms (child care, cap gains, etc)	FREE
State	\$35.00
E-file	\$20.00
Technology Fee	\$20.00
<b>Total</b>	<b>\$335.00</b>

Typical <b>HOME OWNER/ITEMIZER</b>	
Form 1040	\$275.00
Schedule A	\$75.00
Other minor forms (child care, cap gains, etc)	
State	\$35.00
E-file	\$20.00
Technology Fee	\$20.00
<b>Total</b>	<b>\$425.00</b>

Typical Self Employed <b>1099's UBER/LYFT</b>	
Form 1040	\$275.00
Schedule C	\$225.00
Other minor forms (child care, cap gains, etc)	FREE
State	\$75.00
E-file	\$20.00
Technology Fee	\$20.00
<b>Total</b>	<b>\$615.00</b>

Credit/Debit/PayPal card payments are subject to an additional 3% convenience fee.

# Howard Tax Preparation Schedule of Fees by Form

Rates Effective October 12th, 2018

<u>Form</u>	<u>Title</u>	<u>Price</u>	<u>Description</u>
<b>706</b>	Estate (and Generation-Skipping Transfer) Tax Return	Varies	per hour
<b>940</b>	Employers Annual Federal Unemployment Tax Return	\$50	per form
<b>941</b>	Employers Quarterly Federal Tax Return	\$50	per form
<b>944</b>	Employers Annual Federal Tax Return	\$50	per form
<b>945</b>	Annual Return of Withheld Federal Income Tax	\$50	per form
<b>990</b>	Tax Exempt Organization	Varies	\$175 Starts at
<b>1040</b>	U.S. Individual Income Tax Return	\$275	per form
<b>1040 Schedule A</b>	Itemized Deductions	\$75	per form
<b>1040 Schedule B</b>	Interest and Ordinary Dividends	\$75	per form
<b>1040 Schedule C</b>	Profit or Loss from Business (Sole Proprietorship)	\$225	per business
<b>1040 Schedule D</b>	Capital Gains and Losses	\$10	per item (\$25 minimum)
<b>1040 Schedule E (pg 1)</b>	Supplemental Income and Loss (Page 1 Rental Properties)	\$100	per rental **
<b>1040 Schedule E (pg 2)</b>	Supplemental Income and Loss (Page 2 Partnerships/S Corps)	\$25	per form
<b>1040 Schedule EIC</b>	Earned Income Credit	<b>\$35</b>	per form
<b>1040 Schedule F</b>	Profit or Loss From Farming	\$125	per form
		**	
<b>1040 Schedule H</b>	Household Employment Taxes (Nanny Tax)	\$40	per form
<b>1040 Schedule R</b>	Credit for the Elderly or the Disabled	\$25	per form
<b>1040 Schedule SE</b>	Self-Employment Tax	\$25	per form
<b>1040-A</b>	U.S. Individual Income Tax Return	\$225	per form
<b>1040-ES</b>	Estimated Tax for Individuals	\$35	per form
<b>1040-EZ</b>	Return for Single and Joint Filers With No Dependents	\$150	per form
<b>1040-X</b>	Amended U.S. Individual Income Tax Return	\$250	per form
<b>1041</b>	U.S. Income Tax Return for Estates and Trusts	\$550	minimum *
<b>1045</b>	Application for Tentative Refund	\$200	per form
<b>1065</b>	U.S. Return of Partnership Income	\$675	minimum *
<b>1096</b>	Annual Summary and Transmittal of U.S. Info Returns	\$50	per form
<b>1099</b>	Miscellaneous Income	\$7	per form
<b>1116</b>	Foreign Tax Credit (Individual, Estate, or Trust)	\$40	per form
<b>1118</b>	Foreign Tax Credit (Corporation)	\$50	per form
<b>1120</b>	U.S. Corporation Income Tax Return	\$900	minimum *
<b>1120-S</b>	U.S. Income Tax Return for an S Corporation	\$850	minimum *
<b>2106</b>	Employee Business Expense	\$40	per form
<b>2106-EZ</b>	Employee Business Expense (Short Form)	\$20	per form
<b>2210</b>	Underpayment of Estimated Tax	\$30	per form



<b>2441</b>	Child and Dependent Care Expense	<b>FREE</b>	per form
<b>2553</b>	Election be taxed as a S-Corp filing	\$175	per business
<b>2555</b>	Foreign Earned Income	\$75	per form
<b>3800</b>	General Business Credit	\$40	per form
<b>3903</b>	Moving Expenses	\$30	per form
<b>4136</b>	Credit for Federal Tax Paid on Fuels	\$25	per form
<b>4137</b>	Tax on Unreported Tips	\$20	per form
<b>4562</b>	Depreciation and Amortization EACH ASSEST	\$30	per item (\$30 minimum)
<b>4684</b>	Casualties and Thefts	\$50	per casualty/theft
<b>4797</b>	Sale of Business Property	\$50	per item
<b>4835</b>	Farm Rental Income and Expenses	\$50	per item
<b>4868</b>	Application for Extension to File U.S. Individual Return	\$50	per form
<b>4952</b>	Investment Interest Expense Deduction	\$30	per form
<b>4972</b>	Tax on Lump-Sum Distributions	\$75	per form
<b>5329</b>	Additional Taxes Attributable to Qualified Retirement Plans	\$30	per form
<b>5405</b>	First Time Homebuyers Credit	\$25	per form
<b>5695</b>	Residential Energy Credits	\$25	per form
<b>6198</b>	At Risk Limitations	\$25	per form
<b>6251</b>	AMT Alternative Minimum Tax	\$35	per form
<b>6252</b>	Installment Sale Income (first year)	\$100	per form
<b>6252</b>	Installment Sale Income (subsequent years)	\$25	per form
<b>6781</b>	Gain or Loss from Section 1256 Contracts and Straddles	\$10	per item (\$30 minimum)
<b>8283</b>	Non Cash Charitable Contributions	\$30	per form
<b>8332</b>	Exemption Release Divorced or Separated Parents	\$20	per form
<b>8379</b>	Injured Spouse Claim and Allocation	\$25	per form
<b>8582</b>	Passive Activity Loss Limitations	\$35	per form
<b>8606</b>	Nondeductible IRA	\$25	per form
<b>8615</b>	Tax for Children under 18 who have Investment Income	\$25	per form
<b>8801</b>	Credit for Prior Year Minimum Tax	\$35	per form
<b>8812</b>	Additional Child Credit	\$25	per form
<b>8814</b>	Parent's Election to Report Child's Interest and Dividends	\$20	per form
<b>8824</b>	Like Kind Exchanges	\$100	per form
<b>8829</b>	Business Use of Home (simplified option)	\$30	per form
<b>8834</b>	Qualified Electric Vehicle Credit	\$25	per form
<b>8839</b>	Qualified Adoption Expenses	\$30	per form
<b>8846</b>	Credit for Employer Soc. Sec. and Medicare taxes on tips	\$25	per form
<b>8853</b>	Archer MSAs and Long-Term Care Insurance Contracts	\$25	per form
<b>8863</b>	Education Credits	<b>FREE</b>	per form

8862	Information To Claim Certain Refundable Credits After	\$15	per form
8965	Healthcare Exemptions	\$50	Per person
8880	Qualified Retirement Savings Contribution Credit	\$10	per form
8889	Health Savings Account	\$20	per form
8910	Alternative Motor Vehicle Credit	\$25	per form
8917	Tuition & Fees Deduction	\$10	per form
8938	Statement of Foreign Assets	\$35	per form
8949	Sales and Other Dispositions of Assets	\$5	per item
8959	0.9% \$200,000 Employment Tax (additional Medicare Tax)	\$25	per form
8960	3.8% Net Investment Income Tax	\$25	per form
K-1s	Inc, Loss, Div of Partners or Shareholders	\$35	per form
W-2	Wage and employee tax statement	\$7	per employee
W-3	Transmittal of wage and tax statements	\$50	per form

\* Pricing based on complexity of return

\*\* Any additional bookkeeping necessary will be charged at \$65 per hour.

<b>QUICKBOOKS CLEANUP</b>	HOURLY RATE	\$180	per hour
<b>Bookkeeping Tax Rtn</b>	Calculating logs, receipts, etc. Per hour service min ½ hour	\$35	
<b>Data Entry</b>	Additional W2/1099 over free 2 (2 total combination)	\$7	per document
<b>Extension</b>	Personal Returns	\$50	
<b>Extension</b>	Corporate Returns	\$99	
<b>State PERSONAL</b>	State Return (first)	\$35	initial state
<b>State (additional)</b>	State Return (additional returns after the first)	\$30	additional states
<b>State BUSINESS</b>	State Return (first)	\$75	initial state
<b>State (additional)</b>	State Return (additional returns after the first)	\$70	additional states
<b>Technology fee</b>	Use of technology	\$20	
<b>E-file fee</b>	Electronic filing of tax documents	\$20	
<b>Referral credit</b>	For the referring customer, valid for the current tax year only	\$25	
<b>Early Filer Discount</b>	For individual returns if <b>all info received by JANUARY 15TH</b>	\$25	
<b>Late Fee</b>	<b>If requested items not received <u>14 days before filing date</u></b>	20%	of total
<b>Sale of Home</b>	Sale of your Home Worksheet	\$30	per form
<b>Paper copy MAILED IRS</b>	Per return year includes printing/postage/Mailing	\$35	per copy under 20 pages
<b>Paper copy Client Records</b>	Client request paper copy of return instead of downloading from portal.	\$20	
<b>Net Operating Loss</b>	Calculation of Net Operating Loss	\$200	

#### BUSINESS FILINGS AND FORMS

<b>Information Returns</b>	Entity Structured, but no business transacted.	\$199	minimum*
<b>1065</b>	Partnership (LLC) return of income	\$675	minimum *
<b>1120</b>	U.S. Corporation Income Tax Return	\$900	minimum *
<b>1120-S</b>	U.S. Income Tax Return for an S Corporation	\$850	minimum *
<b>2553</b>	Apply for Subchapter S-CORP FILING	\$175	
<b>Dissolution</b>	LLC	\$75	
<b>Dissolution</b>	CORPORATION	\$125	

<b>1099 Preparation</b>	First 1099 for vendor/contractor	\$25	Per person
<b>1099 Additional Group</b>	After 1 <sup>ST</sup> 1099 if done in the same setting on the same day.	\$10	Per person
<b>BUSINESS COMPLIANCE DOCUMENTS</b>			
<b>T-sheets time tracking</b>	Easily track time on any device to streamline payroll, send	\$20	\$5 per employee/admin
<b>1099 Onboarding</b>	W9, Agreements, Verifications, and more.	varies	\$50-\$75 per contractor
<b>Bookkeeping Software</b>	NO MONTHLY FEE Software for accounting and bookkeeping	\$125	Setup/Guided Instruction
<b>Bookkeeping Support</b>	For DIY Software users	\$75	per Hour
<b>Bookkeeping Monthly</b>	Hire us on a monthly basis. Based on revenue & business type	\$49/\$75	starts at
<b>Quick books Online</b>	Purchase Software through us	\$20	monthly rate
<b>ACCOUNTABLE PLAN</b>	Required for C/S Corp reimbursement of employee expenses	\$199	
<b>401K/IRA setup</b>	Retirement Plan Creation. Does not include deductions	\$199	
<b>Pavroll</b>	FULL SERVICE MONTHLY FEE WITH 1 EMPLOYEE	\$45	\$7 per employee(s)
<b>Payroll</b>	FULL SERVICE MONTHLY FEE WITH 1 EMPLOYEE	\$11	
<b>Tax Account Register</b>	With State and County	\$35	
<b>Tax Account Register</b>	With IRS	\$35	Per person
<b>New Hire Reporting</b>	State Requirement	\$35	Per person
<b>Unemployment Report</b>	Federal Requirement	\$35	Per person
<b>Register/Report Bundle</b>	Federal & State Requirements	\$99	Per person
<b>Employment Pack</b>	Ages 21-99 Includes new hire forms; job description	\$39.95	Per person
<b>Employment Pack</b>	Ages 7-21 includes audit proof substantiation forms	\$49.95	Per person
<b>1099 Contractor Agree</b>	Customized Generic Agreement	\$39.95	Per person
<b>Resolutions</b>	Used by LLC/Corporations to record business decisions	\$39.95	Per agreement
<b>Operating agreements</b>	Used by LLC to delegate powers and specify business matters	\$49.95	Per agreement
<b>Bylaws</b>	Set of rules governing how a company is run	Varies	\$199-\$499
<b>OTHER/MISC FEES</b>			
<b>Tax Planning</b>	Personalized Tax Reduction Plan	\$675	minimum
<b>Paper Filing</b>	(Amended returns, Previous Year returns, Taxpayer issues, etc.)	\$35	Plus form fee
<b>Paper Copy of Return</b>	U.S. Federal & State tax return includes certified mailing	\$35	minimum *
<b>Paper Copy of Return</b>	Additional pages after initial 20 pages and initial \$35 fee	\$1	Per page after \$35 charge
<b>ITIN W7 filing</b>	Completion and submission of form without tax return	\$60	
<b>ITIN Certified Acceptance</b>	Completion of W7 & certification of documents for IRS	\$135	
<b>Rerun Charge</b>	Client forgot to give us a form or received a form after filing	\$50	plus form fee
<b>Transcript Request</b>	You have w2,1099,1098 etc./You have no documentation	\$20/50	Per tax year
<b>Certified or Express Mail</b>	U.S postal service rates	Varies	\$10 minimum
<b>Return Check Fee</b>	Includes ACH drafts	\$34	
<b>Fax</b>	Flat fee of \$2.50 1 <sup>ST</sup> page and \$1.00 each additional page	\$2.50	\$1.00 EACH ADDITIONAL
<b>Notarization</b>	Per page & per stamp fee	\$1.00	per stamp per page

The above fees are minimum fees based on neat and complete information. Additional fees will be charged for other forms, audit representation or to summarize information. Computer consulting, financial planning, financial statements, are charged using different rates. Quotes are available upon request.

**NONPROFIT COMPLIANCE PACKAGE \$249 (Includes 1 state).**

- Ensure Organization is Registered & Properly Listed with The IRS.
- Ensure Current Federal Tax Exempt Status Is Up-to-date.
- Ensure Organizations State Nonprofit Requirements & Registrations Are Up- to-date.
- Complete Required Registration Documents for Charitable Solicitation. \*
- File Required Registration Documents for Charitable Solicitation. \*\*
- Completion of State Financial Reports. \*\*\*
- Filing of State Financial Reports.
- Secure State-Level Tax Exemption within your State.
- Complete Paperwork as Needed for Charitable Games License.
- Contact, verify, and update contact information for officers, directors, and Trustees according as required by State & Federal agencies.

**NONPROFIT FEDERAL TAX PACKAGES**

Filing of Federal Information Return. (Pricing includes 1 hour of bookkeeping to tally figures. Additional bookkeeping billed at \$65 an hour).

Revenues Under	\$50,000	Cost of tax preparation	\$ 175
Revenues	\$50,000- \$100,000	Cost of tax preparation	\$450
Revenues	\$100,000-\$200,000	Cost of tax preparation	\$725
Revenues	\$200,000-\$300,000+	Cost of tax preparation	\$1000

**NONPROFIT STATE TAX PACKAGES**

Filing of State Information Return. (Pricing includes 1 hour of bookkeeping to tally figures. Additional bookkeeping billed at \$65 an hour).

Revenues Under	\$25,000	Cost of tax preparation	\$ 75
Revenues	\$26,000- \$150,000	Cost of tax preparation	\$175
Revenues	\$150,000-\$300,000	Cost of tax preparation	\$275

Listed below are the additional documents are required if you don't have the balance sheet, income statement, and statement of cash flows available. Please note these documents are required to complete your tax return. Bookkeeping services are billable at \$65 an hour.

- Form SS4
- Expenses
- Bank Statements
- Cancelled Checks
- Previous Tax Filings
- Articles of Incorporation.
- Grants Written & Received
- Contributors Information
- Accrued Expenses & Revenue
- IRS Letter of Determination

\*1 state included, additional states billed at \$75 each.

\*\*1 state included, additional states billed at \$99 each

\*\*\*Does not include bookkeeping or completion of financial statements.

Revenues, expenses, etc. should already be tallied up.