

### **2.3 Year End Services Terms & Requirements**

Bell Solutions does not file Income taxes. At the end of each year, Bell Solutions will prepare, and provide your year-end business financial information to you and your tax preparer.

- Bell Solutions does not file income taxes. It is your responsibility to file, or hire a tax professional to file, your annual income tax return.
- You must be current with your CFO Services, as defined in this agreement, to be eligible for Year End Services.
- All year-to-date supporting documentation must be received no later than December 10th; including but not limited to financial statements, receipts, Uncategorized Transactions, W9s, employee payroll information and benefit statements.
- If you are unable to provide the necessary information needed to compile your financials for year-end by February 15th, the information that Bell Solutions has will be handed over as is, and it your responsibility to provide any remaining items requested by your tax preparer.
- Bell Solutions can catch up previous years financials, beginning after February 15th, and as availability allows, on an hourly basis.
- If you have been downgraded to Accounting Services, you are not eligible for year-end Services.