



# Zachary Runyan CPA LLC

## Services and Fee Structure list:

|   | Minimum fee   | Estimated Maximum fee  |   |
|---|---|--|---|
| <b>Individual Tax Return Preparation:</b>   |   |  |   |
| Simple (only w2 earnings & simple schedules)  | \$ 350 to   | \$ 500   |   |
| Complex (multiple forms and schedules)  | \$ 500 to   | \$ 2,500   | Fee increases with complexity                                 |
| <b>Business Tax Return Preparation</b>  |   |  |   |
| Partnership, Corporation (S Corp or C corp), Non Profit   | \$ 500 to   | \$ 5,000   | Fee increases with complexity                                 |
| <b>Accounting/Bookkeeping: *</b>  |   |  |   |
| Bookkeeping - Monthly fixed fee, starting at:   | \$ 100  | per month  | Basic bookkeeping services                                    |
| Accounting services - Monthly per hour  | \$ 150  | per hour   | More complex accounting work                                  |
| Financial statement preparation, with disclosures   | \$ 500 to   | \$ 2,500   | No Assurance provided   |
| <b>Business formation:</b>  |   |  |   |
| New Business registration (LLC, partnership, Corporation)   | \$150 + state filing fee  | per state  |   |
| Annual Reporting / Updates of information   | \$150 + state filing fee  | per state  |   |
| Registered Agent  | \$100 + state filing fee  | per state  |   |
| Foreign organization filing   | \$150 + state filing fee  | per state  |   |
| BOC 3 process agent   | \$125 + filing fees   |  |   |
| BOI Reporting   | \$200 each filing   | per business entity  |   |
| Employer Identification number (EIN)  | Included in new business registration                                       |  |   |
| Operating agreement (LLC) or Bylaws Agreement (corporation)   | Included in new business registration                                       |  |   |
| IRS election forms  | \$200 per form per entity   |  |   |
| Company Dissolution Services  | \$150 + state filing fee  | per state  | (does not include cost of tax return prep or accounting work) |
| <b>Payroll Services:</b>  |   |  |   |
| Payroll Accounts set up   | \$250-500 depending on state + filing fees (per state)                      |  |   |
| Employee data transfer  | \$25 per employee   |  |   |
| Payroll Processing  |   |  |   |
| Client is responsible for proper time keeping & approval as well as human resources. Does <u>not</u> include cost of timekeeping/payroll software - additional cost payable by client | <u>Starting at:</u><br>\$100 - \$500 per month, or<br>\$100 per hour        | Payroll services includes the quarterly filing(s) with state and federal agencies such as 940 and 941, however client is responsible for any taxes assessed as an employer (if applicable) |   |
| <b>Client Onboarding fees: (one time fees)</b>  |   |  |   |
| Set up accounting system  | \$250 or more, one time fee for QBO or another system                       |  |   |
| Accounting clean up (clean up current system)   | \$250 or more, depending on complexity (no charge if currently no problems) |  |   |
| Consultation/Advisory Services  | \$250 per hour  |  |   |
| Fractional CFO/Controller Services  | \$250 per hour  |  |   |

\* Accounting/Bookkeeping does not include cost of accounting system such as Quickbooks. Different factors will effect the cost such as method of accounting, employee benefits packages, third party integrations. This would require a custom quote.

Prices subject to change. This does not create a contract or imply that price may not differ when proposed. Please reach out to schedule a consultation to discuss your needs. Consults are free at this time and usually 30 minutes each.