

Donnie Castleman, EA

Tax Professional, Enrolled Agent

1055 College Heights Ct; Henderson NV 89002 USA

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“HELPING NICE PEOPLE WITH THEIR TAXES SINCE 1994”



January 9, 2023

Hello everyone.

Hard to believe I'm celebrating my 30th year in tax preparation services, but here we are! I've made things a little different this year, mailing a postcard with a download link that saves time and money, if you are reading this, thank you for downloading! You can use as much or as little of the items included in this PDF. Blessings and good health to all of you for 2023!

Quick family news, Adam is now employed by the Department of Homeland Security, Amanda is now the “lunch lady” at a local elementary school, Aiden is practicing hard on his drum set, guitar, and keyboards and is in 11th grade, and Ashton is halfway through 9th grade. We can't WAIT for all of our kids to be out of the Clark County school system (I have a ton of teachers I do returns for, they “get it”) ! Sonja and I will be married 22 years coming up this October. And, I am so proud to be playing bass PERMANENTLY with some great people in the Irish band SinERira at Nine Fine Irishmen at the New York New York Casino in Las Vegas (I promise it's NOT in New York City)!

A few bullet points:

- Prices: my tax software and office personnel and expenses have increased along with everything else, and I will have to adjust my pricing on many returns, please ask when you book your appointment if you have concerns. I have included a price list at the back of this printout, with exception. When it comes to home loans, the documentation requests go on.. and on.. and ON. My apologies for charging a nominal fee going forward.
- Personel touring with Disney, Ringling Brothers, Team Tours, etc: Touring groups can sometimes have taxes withheld from dozens of states on their W2. I will always file New York and California state returns if you worked in those states, and we can make sure the additional states we file are required and are worth our while. Prices to file state returns are \$100 for New York/California and \$25-\$50 other states.
- Paper trail, paper trail, paper trail! The IRS is getting bigger and badder, and the best way to beat them is with a solid paper trail. I have to have a paper trail for expenses to file your return, and need rock solid numbers on Travel, Mileage, and Business Meals. If you don't have this information available by your appointment time we will need to reschedule. 95% of my people are in good shape already.
- 1099's: If you need 1099's prepared I can accept your information up until Friday January 27th, and can refer you to someone after that date.
- NY and CA: I am no longer accepting NEW clients in New York or California. I have competent tax referrals if someone needs them. If I'm already doing your returns and you're in one of those states, we're still in good shape to keep filing your returns.

- Obamacare (ACA) AGAIN AGAIN and AGAIN! If you had Obamacare, or Affordable Care Act, or are paying a reduced (let's say below \$300 a month) premium for your insurance, I will need Form 1095A from your health insurance company to include in your tax filing, and my sincerest apologies for repeated inquiries about your health insurance; there's always a handful of surprise rejects from the IRS but at least now it's fixable on the spot.
- EXTENSIONS! I now have to charge a standalone \$50 fee to file an extension, which extends your return due date out to October 16 2023. As a reminder, you can avoid most penalties by paying the amount of estimated taxes due for the year by April 18th 2023. Please please PLEASE, if you sell a home, a rental property, or win the lottery, let me be the next call after your significant other and mother so we can immediately make federal and state estimated payments. States generally will not honor an extension if you don't make an estimated payment to go along with it.
- Form 8879 has to be signed and returned for me to efile your returns, and also, my tax prep fees MUST be paid upon the completion of your tax returns, by Check, Cash, Credit card, Square, Venmo, or Zelle. I am no longer able to chase after a tiny percentage of my clients for my tax prep fees and can sadly refer those people out to someone else. Don't make me miss you, and I WILL miss you! 😞
- My online assistant in Nashville is once again (Year 5!) assisting me with extensions, scheduling and payments, so if you're lucky enough to talk to my friend of 30+ years Miss Carol, she has my full authorization to help you!
- Extra time! Tax Deadline is April 18th, 2023 this year!
- If sending tax information remotely please, NEVER send your tax information by email! Use either my portal at Client Xchange www.mytaxdocs.com?o=32074, or to my Encyro account at www.Encyro.com/CastlemanTax

At this time I am officially open for business, and can book appointments in person at my home office, or can take your tax return information by mail, drop-off, online portal or fax, so feel free to contact me anytime by text/call at (702) 743-2277, or by email at CastlemanTax@Gmail.com. Here's to an awesome 2023, and I look forward to hearing from you soon!

Sincerely,



Donnie Castleman

(702) 743-2277 voice/text, preferably daytime please! 😊

DONNIE CASTLEMAN EA

Tax Professional, Enrolled Agent

Enrolled to Represent Taxpayers before the Internal Revenue Service

1055 College Heights Ct; Henderson NV 89002; (702) 743-2277 anytime number/text; (702) 852-1101 fax

www.DonnieCastleman.com CastlemanTax@gmail.com

HELPING NICE PEOPLE WITH THEIR TAXES SINCE 1994

Dear Valued Tax Client!

I am pleased to have the opportunity to be of service to you. A clear understanding regarding the terms of representation is fundamental to a good relationship between a tax professional and a client. Accordingly, this letter will confirm the terms of my services as your tax professional.

SCOPE OF PREPARER AND CLIENT RESPONSIBILITIES:

You have requested that I prepare your federal and state (if required) income tax returns. You represent that all documents and information you provide are accurate and complete to the best of your knowledge, and that you have disclosed all relevant facts affecting the return. Self-employed persons, as prudent business owners, are expected to **provide total amounts of income**, regardless of whether or not a 1099-misc was received. You represent that all expenses claimed as deductions on your return can be proven by receipt, journal, or cancelled check. If you are claiming a deduction for auto, travel, or other business expenses, you must have written records to substantiate these deductions.

PRIVACY:

I will never disclose your financial information in any way to any party without your consent. Anything financial or personal said by either of us in my office will always be kept confidential and private.

FEES:

I charge fair rates for all services I provide to you, and reserve the option to reduce your costs depending on circumstances such as multiple items being taken care of at one appointment or simplicity of return. I charge for each return that is prepared, by amount of forms prepared, or, in certain circumstances, a set rate per hour. Representation for IRS dealings or multiple tax filing years require a retainer to be paid prior to starting work on returns. A nominal fee will be charged for my preparation of your return should you decide not to submit it to the IRS. No tax return, no matter how big or small, is immune from audit, so I offer assistance and representation in connection with an audit for a \$100 hourly rate, including my time compiling evidence and representing you at the audit. My charge for preparing your return does not include representation work, but I reserve the right to charge a smaller or reduced fee for any issues that arise. Bookkeeping incurred during preparation of your return is included at a reasonable level. Time spent compiling figures from many unsorted receipts will incur a \$100 prorated hourly rate, and I honestly do NOT want to charge this fee. Please be casually organized when you come see me.

ADDITIONAL INFORMATION:

Unless previously agreed upon, fees and charges are due upon completion of your return. Past-due balances must be paid before preparation of the current year's return. Methods of payment include Cash, Check, Venmo, Zelle, or Credit/Debit Card (4%fee). Concerning refunds, I can estimate as to when your refund will be received, but cannot guarantee an exact date because of possible situations with your tax account or backlog at the IRS. My fees cannot by law be based on your amount or receipt of refund. Per IRS guidelines, I will generally always efile your tax return, but in situations where your return is unable to be efiled, there will be an additional fee to compile the return(s) for paper filing. See my pricelist for additional fees. I do not offer Fee Collect (tax prep fee taken out of your refund) or Refund Anticipation Loans, in my opinion these are unethical and are the equivalent of going to a payday lender or loan center.

HEALTHCARE FORMS

Signed up for Obamacare/ACA/Exchange? I MUST have and be notified that you did so and be provided with Form 1095A showing any sort of advance premium credit so it can be included on your return. EVEN IF you only had it for one month.

WHERE'S MY REFUND?

Because of the last minute tax law changes at the IRS I repeatedly receive inquiries about refunds. At one time you could count on 1-2 weeks to receive your refund. Those days are gone. I'm happy to check refund status from time to time, but I'm unable to check it week after week after week, and you can do so by visiting the IRS link at www.irs.gov/refunds, and can look online for specific state refund sites.

PENALTIES:

Penalties on underpayment, late filing or failure to file on time are interest on unpaid tax and are your responsibility, but I will try hard to get penalties removed. If you receive a penalty imposed as the result of my error, I will reimburse you for the penalty up to the cost of my preparation fees. Yearly in April I am slammed on returns and am working nonstop to get returns timely filed, and cannot be responsible for late filing fees and interest, but I am glad to file an extension for you for a \$50 fee. Due to insurance reasons I must receive a cash deposit to file an extension for you and cannot be held liable for late fees without a deposit. Extensions require a \$50 deposit by Venmo or Paypal and do not count towards your tax preparation fees.

FRIENDLY BUSINESS PRACTICES:

I work for you. I applaud refunds as large as legally possible, and detest your having to pay more than one dollar extra in taxes if I can help it. If I give you bad news concerning tax liability on your return, please do not hold it against me personally or professionally in a private or public setting, as I honestly want everyone leaving my office to be happy. If we end up calculating a large balance due on your return, we will discuss options of paying in quarterly payments to ensure that a large payment isn't an issue in future years.

APPROVAL:

The agreement set out in this letter is a written document that accurately sets out your understanding of the terms of my representation. Again, thank you for asking me to prepare your return, and please contact me if you have any additional questions. I welcome the opportunity to be of service to you.

Very truly yours,

Client Signature(s)



Signed _____ Date _____

Donnie Castleman

*Tax Professional, Enrolled Agent
1055 College Heights Ct., Henderson NV 89002
(702) 743-2277; CastlemanTax@gmail.com*

Client's name(s): _____

Address: _____

Quick Checklist (please initial

Email: _____ Phone _____

_____ I have provided all necessary documentation to complete this return.

_____ I can prove my deductions on this return, specifically all business and travel meals, mileage, and travel expenses.

_____ I have discussed my health insurance information and have provided documentation showing costs and possible credits through the exchange (1095A).

_____ I agree that I will promptly notify Donnie Castleman at (702) 743-2277 should I receive ANY IRS contact. Any IRS robocalls you receive saying you will be arrested in 45 minutes unless you send gift cards to an undisclosed location will be laughed/cussed about.

_____ If I earned self employment income for the year, I have included all amounts of worldwide income regardless of whether or not a 1099 was received for said income.

MY LEGAL STATE OF RESIDENCE (Probably where your drivers license is) IS _____.

<u>Donnie Castleman, EA</u> <i>Tax Professional, Enrolled Agent Nevada Registered Agent Since 1994 Enrolled to represent taxpayers before the Internal Revenue Service</i>	<h2 style="margin: 0;"><u>Entertainment Industry Tax Organizer</u></h2>	www.DonnieCastleman.com CastlemanTax@gmail.com (702) 743-2277 Office (702) 852-1101 /Fax 1055 College Heights Ct Henderson NV 89002
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Name(s): _____ **Contact Phone #:** _____

Email Address: _____ **Filing/Marital Status:** _____

Mailing Address: _____ **City, State, Zip:** _____ **State of Residence** _____

INCOME

Music Income Reported on 1099's	\$	Music Income not Reported on W-2's or 1099's	\$	Royalties	\$
Music Income W-2 Box (#1)	\$	Music Income W-2 (#2)	\$	Music Income W-2 (#3)	\$
Federal Tax Withheld W-2 (#1)	\$	Federal Tax Withheld W-2 (#2)	\$	Federal Tax Withheld W-2 (#3)	\$

ESTIMATED TAX PAYMENTS (if the 15th falls on a weekend, the due date is generally the following Monday) **Total \$**

On or before April 15	\$	On or before June 15	\$	On or before September 15	\$	On or before January 15 of the next year	\$
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ADVERTISING/PUBLICITY **Total \$**

Publication Ads	\$	Kinko's, Copying, Etc.	\$	Demo Costs	\$
Film	\$	Pictures/Film Developing	\$	Signs, Flyers	\$
Business Cards	\$	Fed Ex, UPS, USPS	\$	Website/Domain Name Reg.	\$

VEHICLE EXPENSES (Please keep a log of your miles for proof of deduction)

Total Miles Driven		Commuting Miles*		Business Miles**	
Parking Fees	\$	Tolls	\$	Valet	\$

**Miles to your regular employment, be it a bus lot or venue. **Temporary worksites (jobs lasting less than a year), business related mileage and out of town mileage.*

COMMISSIONS AND FEES **Total \$**

Agency Commissions*	\$	Memberships (portion)	\$	Management Fees*	\$
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**Generally, anyone that worked for you that made \$600 or more MUST now be issued a 1099.*

SUB-CONTRACT LABOR **Total \$**

Subs*	\$	Band Members*	\$	Drivers/Hired Help*	\$
Producer/Audio Engineers*	\$	Roadies/Techs*	\$	Cartage	\$

**Generally, anyone that worked for you that made \$600 or more MUST now be issued a 1099.*

INSTRUMENTS, COMPUTERS, EQUIPMENT **Total \$**

Instruments	\$	Amplifiers / Cabinets	\$	Computers & related Equipment*	\$
Office Equipment	\$	Stereo/HiFi Equipment	\$	IPhone / Android Phone*	\$
Ear Monitors	\$	Road & Instrument Cases	\$	Rack Processing Gear	\$
Live Sound Equipment	\$	Studio Equipment & Monitors	\$	Computer Software	\$
Microphones	\$	PA Speaker Cabinets/Monitors	\$	MiniDisc/DAT Recorders	\$
Drums & Percussion	\$	Keyboards	\$	Camera*	\$
XM/Sirius Receiver	\$	Cymbals	\$	Drum Cases	\$
Drum Machine	\$	Portable Players and Recorders	\$	IPod/MP3 Player	\$

**deductible amount based on % of business usage*

INSURANCE

Insurance On Gear	\$	Self-Employed Health Ins	\$	Business Property Ins., Other	
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TAXES AND LICENSES **Total \$**

Union Dues	\$	Business Licenses	\$	ASCAP/BMI Licensing Fees	\$
Copyright Fees	\$	Other	\$	Other	\$

LEGAL AND PROFESSIONAL **Total \$**

Prior Year Tax Preparation	\$	Recording Services	\$	Bank Fees when Traveling	\$
Business Bank Account Fees	\$	Hair/Make-Up*	\$	Manicures for Classical Guitarists	\$
Dry Cleaning	\$	Passport Fees	\$	Legal Fees	\$
Private Lessons	\$	Professional Website Design	\$	NO ON GYM FEES!!**	\$
Credit Card Fees	\$	Education	\$		

**Professional-grade stage makeup only, general makeup such as Cover-girl and Avon too personal to deduct.*

*** Must be condition of employment and documented in a contract to be a member of a gym to be deductible. I have yet to see it.*

OFFICE EXPENSE				Total \$	
Pens/Pencils/Sharpies	\$	Fax/Computer Paper	\$	Ink Cartridges	\$
Calendar	\$	Ledger Paper	\$	Blank/Typewriter Paper	\$
Memo Pads / Notebooks	\$	Envelopes	\$	Staplers/Scissors etc.	\$
Minor Office Equipment	\$	Packing Materials	\$	Tape	\$
RENTAL				Total \$	
Office/Studio Space	\$	Equipment Trucks	\$	Car Rentals	\$
Tuxedos/Formalwear	\$	Rehearsal Hall	\$	Studio Time	\$
NAMM Booth Rental	\$	Music Video/DVD Rentals	\$	Storage Locker/Space	\$
P.O. Box Rental	\$	Equipment/Backline Rental	\$	Instrument Rental	\$
REPAIRS				Total \$	
Instrument Repairs	\$	Gear Repairs	\$	Office Equipment Repairs	\$
Computer Repairs	\$	Electronic Repairs	\$		\$
TRAVEL*				Total \$	
Hotel	\$	Flights	\$	Taxi (with tips)	\$
Bus/Monorail	\$	Subway	\$	Train	\$
Uber	\$	Lyft	\$	Baggage Fees	\$
*Travel receipts are not enough! You MUST also keep a daily journal detailing purpose of business travel expenses.					
BUSINESS MEALS/TIPS/GRATUITIES*				Total \$	
Tips	\$	In-Town Business Meals	\$	Gratuities	
	\$	Per Diem Received from 1099, & Cash Jobs	\$	Total Days on the Road for Year For Self employment income only	_____days
*actual receipts and a daily journal detailing business meals are needed for proof of deductions. Per diem received does not count as income but offsets amount deducted.					
BUSINESS USE OF HOME					
Square Footage of Home Used For Storage of Inventory or Equipment	_____Sq ft	Square Footage of Home Used Exclusively For Business Or Office	_____ Sq ft	Total Square Footage of Home	_____ Sq ft
Price Paid For Home Minus Cost Of Land	\$	Date Home Was First Used For Business Month/Year	/	Rent Paid	\$
Mortgage Interest Paid	\$	Real Estate Taxes Paid	\$	Repairs	\$
Homeowner's Insurance	\$	Electric, Water, Sewer, Gas Etc	\$	Renovations	\$
PHONE/INTERNET/WIRELESS UTILITIES				Total \$	
Business Phone Line	\$	Fax Line	\$	Business Long Distance Calls	\$
Calling Cards	\$	Toll Free 800 lines	\$	Internet*	\$
Cell Phone Charges*	\$	Fax Line and Fees	\$	Hotel Long Distance	\$
Extras On Basic Phone Service*	\$	Cable (percentage bus use)	\$	DCS/Satellite*	\$
Fax Charges	\$	Sirius/XM Radio Subscription*	\$		\$
*A reasonable (usually 50%) business percentage is allowable.					
SUPPLIES				Total \$	
General:				Subtotal \$	
Address Book/Day Runner	\$	Batteries	\$	Blank Cassettes	\$
Blank CDR's/DVD's	\$	Blank Videocassettes	\$	Blank DAT's/Recording Media	\$
Blank Diskettes	\$	Briefcase	\$	Business Gifts Max. \$25 Each	\$
Business Books	\$	Carrying Bags	\$	Cords/Cables/Connectors/AC	\$
CD/Cassettes/LP's	\$	Computer Software (minor)	\$	Computer Parts (small)	\$
Small Stage Props	\$	Duct Tape/Stage Tape	\$	Electric Fans	\$
Fake Books & Sheet Music	\$	Film	\$	Footrest	\$
Headphones	\$	Instructional tapes/videos	\$	Instrument Case Dehumidifiers	\$
Luggage	\$	Light bulbs for stand/gear	\$	MIDI Cables	\$
Music/Instructional books/videos	\$	Music Folders	\$	Music Stand	\$
Magazine Subscriptions	\$	Metronome	\$	Maps	\$
Parts	\$	Polish/Polish Cloths	\$	Performance Chair/Stand	\$
Reading Light	\$	Repair Parts	\$	STAGE Makeup	\$
Small Cases	\$	STAGE Clothes/Formalwear*	\$	Strings	\$
Tools	\$	Tour Bus Supplies	\$	Travel Alarm Clock	\$
Tuners	\$	Wheels and Cartage Equipment	\$	Staff Paper/Writing Paper	\$
I-Tunes/Music Downloads	\$	Music Downloads	\$	Subscriptions	\$
*For clothing/costuming to be deductible, it must be required formalwear, uniform, or be so outrageous/fragile that you would NEVER wear it in public, regardless of taste.					

Downloads and Subscriptions					
Research	\$	Concerts	\$	Shows	\$
Apple Music	\$	Amazon Music	\$	Spotify	\$
Dropbox	\$	Google Drive	\$	Subscriptions	\$
Apps	\$	Photo and Video Subscriptions	\$	Adobe	\$
Other	\$	Other	\$	Other	\$
Symphony:					Subtotal \$
Batons	\$	Bow Hair	\$	Instrument Pads	\$
Instrument Polish	\$	Mouthpieces	\$	Polishing Cloths	\$
Reeds	\$	Rosin	\$	Stand Light	\$
Strings	\$	Slide/Valve Oil	\$	Neck Straps	\$
	\$		\$		\$
Percussion:					Subtotal \$
Drum Heads	\$	Sticks	\$	Mallets	\$
Drum Keys	\$	Cymbal Wing Nuts	\$	Replacement Hardware	\$
Headphones / Ear Buds	\$	Metronomes	\$	Drum Pedals	\$
Cymbal Polish	\$	Drum Polish	\$	Small Percussion	\$
Stands	\$		\$		\$
Guitars:					Subtotal \$
Amp Stands	\$	Guitar Straps	\$	Guitar Stands	\$
Knobs	\$	Pickups	\$	Volume/Tone Pots	\$
Picks	\$	Speaker Cables	\$	Raw Speakers	\$
Hardware	\$	Stomp Boxes & Pedals	\$	Tubes	\$
Capos	\$	¼" Jacks	\$	¼" Cables	\$
Guitar Parts	\$	Strings	\$	String Cutters/Tools	\$
String Winders	\$	Batteries	\$	Gig Bags	\$
Rack Bags	\$	Polish and Polish Cloths	\$	Tuners	\$
	\$		\$		\$
Keyboards, Piano:					Subtotal \$
Piano Tuning Tools	\$	MIDI Cables	\$	Stands	\$
Sound Cards	\$	Software	\$	Volume/Sustain Pedals	\$
Piano Bench/Stool	\$	Tip jar ☺	\$	Piano Polish	\$
Piano / Keyboard Parts	\$	¼" Cables	\$		\$
Impersonators, Singers, Dancers					Subtotal \$
Microphone	\$	Microphone Stand	\$	Stage Makeup	\$
Costumes***	\$	Wigs	\$	Shoes	\$
Stage Props	\$	Entertainer's Secret	\$		\$
Audio / Lighting Techs / Stagehands					Subtotal \$
Ohm Meter	\$	SPL Meter	\$	Cleaning Fluids and Materials	\$
Headphones	\$	Cable Ties	\$	CD/Tape Deck	\$
Cleaning Q-Tips, Cotton Balls	\$	Mic Cables	\$	¼" Cables	\$
Mic Stands	\$	Leatherman/Gerber	\$	Tools/Wrenches	\$
Flashlight	\$	Cable Tester	\$	Solder Gun, Solder, Accessories	\$
Blank Recording Media	\$	Light Gels	\$	Extension Cords	\$
Cheap Microphones	\$	CD's	\$	Batteries	\$
Floodlights	\$	Pyro	\$	Fog Juice	\$
Direct Boxes	\$	Lights	\$	Road Case Stencil	\$
Mic Shock Mounts	\$	Windscreens	\$	Notebooks/Notepads	\$
Razor Blades	\$	Sharpies	\$	Sound Reference Materials	\$
Speaker Cables	\$	Speakon/Neutrik Connectors	\$	Eye/Ear Protection	\$
Snake	\$	Raw Cable/Connectors	\$	Pocket Knife	\$
Tape Machine Cleaning Supplies	\$	Steel Toe Boots/Shoes	\$	Carabiners	\$

Notes

Additional Information & Downloads can be found at www.DonnieCastleman.com

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Donnie Castleman, EA

Tax Professional, Enrolled Agent

Entertainment & Small Business Emphasis

Nevada Registered Agent; Certifying Acceptance Agent

“Fellow” designation, National Tax Practice Institute

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PRICING LIST AS OF JANUARY 2023

Form 1040 no Schedule C/E	\$200 and up
Form 1040 with Sch C/E	\$300 and up
Additional Schedule C's / E's	\$100 and up
Partnership and Corporate Returns	\$500.00 and up
1st through 3 rd Quarter State/IRS Payroll Filing	\$150.00
4 th Quarter State/IRS Payroll Filing (additional W2's, W3, 940)	\$250.00
1099 mailing/processing/efiling	\$100 base rate plus \$10 per 1099
Phone Calls, Faxes and Letters to IRS	\$100
Eservices account access	\$50
Power of Attorney Filing/Initial IRS Contact for Client	\$350
Amended Returns	\$0-200 depending on circumstances
Multiple Year filing	\$1,000 deposit towards actual charges
Paper return filing with IRS instead of efile	\$75 additional fee
LLC Filing in State of Nevada only	\$650 (\$150 less existing client)
Commercial Registered Agent LLC Yearly Filing	\$150 Yearly
1040NR Nonresident filings	\$300-800
Additional forms (EIC, Education, Sch D, 982, Sch B, etc)	\$25-50
Mailing & Efile	\$25
Quickbooks Bookkeeping	Hourly Monthly or Quarterly rates.
Bank Statement Calculations with return filing	\$80/hr