

ACCU TAX SERVICES

TAXES ACCOUNTING QUICKBOOKS PAYROLL

Welcome to Accu-Tax Services LLC, a family-owned business that has proudly served the greater Vancouver and Portland area for more than thirty years. Originally established in 1989 by Gail Bevard, she was devoted to serving her community. By offering a range of services, she was able to foster meaningful relationships with all her clients. The business was handed down to her daughters, Maria Keesee and Julia Carlston, when Gail passed away from brain cancer in 2006. The two sisters have kept Gail's pride and joy sustained by continuing to offer top quality tax preparation, accounting, and payroll services.

Over the last 35 years, Accu-Tax has expanded and adapted accordingly, and at this time we currently service more than 500 clients, business and individual, with tax preparation services. Maria is an enrolled agent, diligent about staying updated on new tax laws and assisting clients with tax preparation customized to their situations. Julia, the human resource manager, ensures that all employees are well-equipped to aid the daily operations of the office. Julia has practiced accounting for more than two decades, overseeing the accuracy of clients' books through training and auditing. We also offer QuickBooks Desktop support and remote services through the program LogMeIn. Accu-Tax serves about 80 accounting clients with payroll and income reporting obligations, tailoring our services to precisely what the client requires.

Today, an established business to trust, Accu-Tax provides quality services with the integrity of a smaller firm. We handle the information and responsibility we are given by our clients with the utmost care. Through vastly changing times, we have remained the same at our core—assisting past and new clients with the same level of courtesy. By instilling your trust in Accu-Tax, your focus can remain on growing your business. We are excited to partner with you, ensuring your financial success and peace of mind.

Mission Statement

Services We Provide

Taxes

Accu-Tax specializes in electronic filing most tax returns and reports. We do offer the service of manually mailing forms for certain circumstances or if the time has passed for the IRS to accept efile from previous years.

- Personal Taxes – Individual federal & state income tax returns
- Business Taxes – Corporate, Partnership, Sole Prop
- Non-profit Taxes – Form 990
- Excise (B & O) Returns - Washington State Business & Occupation Tax
- Amendments – Any of the above

Accounting & Bookkeeping

Accu-Tax uses the program QuickBooks to help our clients keep track of their business income and expenses.

- QuickBooks Setup
- Bookkeeping/Data Entry
- Monthly Reconciliations
- Document Preparation for Reports or Financial Statements
- Auditing of Your Books (monthly, quarterly, annually)
- Receipt/Record Organization for Reports
- End of Year Forms - 1099s, 1096

Payroll

Accu-Tax utilizes QuickBooks software to produce paystubs, track payroll taxes, and e-file the quarterly employer payroll returns.

- Payroll Processing – weekly, bi-weekly, monthly, or as needed.
 - Prevailing Wage Contracts
 - Fringe Benefits – Pre-Tax Health Insurance, Retirement Accounts
- Quarterly Reporting
 - Federal Form 941
 - State Payroll reports (Washington and Oregon)
 - Washington Payroll Taxes: SUTA, L&I, PFML, WA Cares
 - Oregon Payroll Taxes: Withholding, OR-STT, TriMet, SUTA, WBF, PFML, etc.
- Year-end Payroll Filings
 - Forms W-3 and W-2
 - Federal Form 940- Federal Unemployment
 - Form OR-WR and I-WIRE Reporting

Fee Schedule

All fees are subject to change according to: time spent, how organized your supplementary docs are, the likelihood of audit, etc. We will bill by hour if the item requires more time than standard.

Document Preparation (per document)

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| Package Business Setup (starts at minimum of) | \$400 |
| Legal Documents (i.e., Tax Returns, Articles of Incorporation) | \$150 |
| Excise Reports (B&O) | \$40 |
| Reported Zero Business | \$20 |
| Income Reporting Documents (W2, W3, 1099, 1096) | \$10 |
| Two Document Pairing (only one 1099 and 1096) | \$25 |
| Quarterly PFML and WA Cares Reporting | \$40 |
| Other Document Prep | \$40 |

Accounting Services (per hour)

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|----------------------------|------------------------------------|
| Accounting | \$95 |
| Bookkeeping (minimum \$10) | \$60 |
| Specialized Accounting | \$120 |
| Payroll | 10 min/transaction @ \$95 per hour |
| Coupons (EFTPS deposits) | 5 min/transaction @ \$95 per hour |
| + Quarterly Reports | Federal + 1 State \$95 |
| | Federal + 2 States \$150 |

Payroll Services (no acct)

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|----------------------------------|--------------------|---------------|
| Payroll (per PR) | 1-5 employees | \$35 |
| Weekly PR discount | | \$30 |
| | After 5 | \$95 per hour |
| + Quarterly Reports | Federal + 1 State | \$95 |
| | Federal + 2 States | \$150 |
| Quarterly Document Preparation | | |
| Form 941 | | \$40 |
| Filed @ Zero | | \$25 |
| w/ SUTA, L&I, PFML, and WA Cares | | \$60 |
| Form 940 (annual) | | \$50 |
| Form OR-WR and I-WIRE (annual) | | \$50 |

QuickBooks Setup (one-time fee)

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|----------------|-------|
| 1-5 employees | \$50 |
| 6-10 employees | \$75 |
| 11+ employees | \$100 |

QuickBooks Annual License

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| For clients housing QB license on a personal device | |
| 1 user | \$250 |
| 2+ users | \$150 x number of users |

Debit or Credit Card Authorization Form

I, _____ of _____,
authorize Accu-Tax Services LLC to:

- Charge my debit/credit card for services provided that are not paid within 30 days of receipt of invoice.

Cardholder's name: _____

Credit Card Billing Address: _____

_____ Zip Code: _____

**** In order to process your payment, the address above
must match the address on your credit card statement. ****

Credit type (please circle one): **Debit MasterCard Visa Discover**

Credit card number: _____ Expiration Date: _____

Security code (3–4-digit numbers on back of card): _____

Cardholder's signature: _____

E-mail address: _____

Work phone: _____ Cell phone: _____

Payment Policy

Payment is due **30** days from the date of invoice. We require a credit or debit card authorization kept on file in the event that your account becomes more than **30** days past due. After an account has become **30** days past due, we will automatically charge the amount due to the card on file and send you a receipt showing that your account is up to date. Your information will be kept completely confidential and kept in a secure location.

Information to Submit for Accounting Clients

(No later than the 18th of every month)

- Bank statements (if Accu-Tax does not have access to the online banking account)
 - Check register, or other record of checks written.
- Credit Card statements
- Income ledger or proof of income (invoices)
 - Including job site addresses of where the income was earned.
- Construction Clients – Lot buys or sale paperwork
- Receipts for:
 - Purchased assets (large equipment/machinery, tools, vehicles, computers – high dollar items)
 - Cash payouts

Please submit the items listed below if Accu-Tax does not file the reports or returns on your behalf:

- Monthly or quarterly Excise (B & O) returns
- Quarterly payroll reports for WA and OR
 - L&I, Employment Securities, Forms 941 & OQ

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| <p>** If you are a quarterly accounting client, then please submit documentation no later than the 18th of the month following the end of the quarter. **</p> |
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Due Dates for Employer Obligations

EFTPS Payroll Tax Deposits

- Month Schedule Depositors are due on the 15th every month – submit all payroll by the 10th
 - *REQUIRED if we do not process the payroll in-house*
- Semiweekly Schedule Depositors:
 - If your payday is on Wednesday, Thursday, and/or Friday, you must deposit these taxes by the following Wednesday.
 - If your payday is on Saturday, Sunday, Monday, and/or Tuesday, you must deposit these taxes by the following Friday.
- \$100,000 Next-Day Deposit Rule: if you accumulate taxes of \$100,000 or more on any day during a deposit period, you must deposit the taxes by the next business day.

Excise (B&O) Returns & Payroll Reports

Quarterly Payroll & Excise (B & O) Returns Due Dates:

April 30th

July 31st

October 31st

January 31st

Documentation must be submitted by the 18th of the month following the end of a quarter.

Annual Excise (B & O) Returns Due April 15th of every year.

Documentation must be submitted by the 15th of March.

Monthly Excise (B & O) Returns Due on the 25th of every month.

Documentation must be submitted by the 18th of every month.

This information allows you to stay organized and will also help Accu-Tax “help you”.

**** For new clients only – Accu-Tax will be responsible for entity specific tax penalties assessed from the date we receive your SS-4 IRS letter. ****

Services Agreement

To move forward in growth and financial success for all involved, more structure and expectation will be put into place for the year 2024. This will apply to all accounting clients that utilize Accu-Tax for accounting and tax preparation.

Our goal is to provide a complete package of accounting, payroll, and tax preparation, which allows for quality financial planning and cash flow analysis.

_____ Clients that choose to prepare bank and credit card reconciliations in-house (i.e.: outside the scope of Accu-Tax) are expected to complete said data entry, verify balances, and notify Accu-Tax of readiness **quarterly** for review.

_____ Accu-Tax must receive the **completed** QuickBooks file, supporting documentation and/or LogMeIn access no later than **June 1st** of the following year.

_____ Clients who do not meet the above expectations will be charged a Priority Fee.

_____ Any corporate client tax return completed in August and September due to lack of planning and lack of communication on the part of the business owner will be charged a Priority Fee.

We are confident that this new plan will allow us to offer more solutions for your business in tax planning and estimating. Moreover, you will know where your business stands financially in the coming year with more ease.

If the read and understood terms above are not met, termination may occur.

I, _____, have read and understood the following expectations. I will communicate with Accu-Tax Services LLC if an external factor prevents these terms being met. I understand the risks that come with not meeting these requirements.

Card Number: _____

Expiration Date: _____ ZIP code: _____ CVV: _____