



# JIMENEZ DE LA GARZA & ASSOCIATES

## Business Clients SERVICE MENU

Compliance and Maintenance		Core	Core + Basic Advisory	Premium Advisory
		<i>Compliance essentials only</i>	<i>Compliance plus foundational advisory and support</i>	<i>Full compliance plus proactive strategic advisory and priority support</i>
Service	Description	<i>Starting at \$450 a month for startups and \$650 for existing business</i>	<i>Starting at \$775 a month for startups and \$975 for existing business</i>	<i>Starting at \$1,125 a month for startups and \$1,350 for existing business</i>
Business Federal Tax Return	Preparation and Filing of Forms 1065, 1120, 1120S, or Sch. C.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business State Franchise Tax Return	Preparation and filing of the required state franchise tax return, ensuring accurate calculation of tax liability and full compliance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Individual Income Tax Return	Preparation and Filing of Forms 1040, 1040-NR, or 1040-SR.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bookkeeping	Accurate monthly recording and organization of financial transactions to maintain clean, reliable, and compliant financial records.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payroll Processing	Timely and accurate calculation and processing of employee payroll, including wage calculations, deductions, and direct deposit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information Returns	Preparation and filing of Forms 1099-NEC, 1099-MISC, 1099-DIV, 1099-INT, W-2, 1042, 1042-S, and K-1.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales & Use Tax Returns	Preparation and timely filing of Texas sales and use tax returns.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Estimated Tax Payments*	Calculation of quarterly estimated tax payments based solely on prior-year tax liability to ensure compliance with safe-harbor requirements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1st IRS/Other Taxing Authority Notice**	Review and preparation of a response to the initial IRS or state tax notice related to a filed return.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quarterly Financial Statements Preparation	Preparation of financial statements for internal use and tax preparation purposes only.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Semi-Annual Tax Consultations***	Review the completed tax return, explain reported items, and address client questions with verbal guidance only.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designated Point of Contact	Communication and service delivery are limited to the number of authorized client representatives included in your package.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Advisory</b>		<b>Core</b>	<b>Core + Basic Advisory</b>	<b>Premium Advisory</b>
<b>Service</b>	<b>Description</b>	<i>Compliance essentials only</i>	<i>Compliance plus foundational advisory and support</i>	<i>Full compliance plus proactive strategic advisory and priority support</i>
Business Expenses & Deductions	Analyze and identify potential deduction opportunities and strengthen tax efficiency.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Efficiency Analysis****	Design strategies and activities designed to legally minimize an individual's or business's tax liability and maximize after-tax returns.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Contractor-Employee Analysis	Evaluation, based on IRS and Department of Labor (DOL) guidelines, to determine if a worker is truly independent or an employee, to help businesses avoid misclassification and penalties.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner Compensation Advising	structure owner compensation (salary, distributions, bonuses, benefits) to maximize take-home pay while minimizing the firm's overall tax liability.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Projections	Calculating the anticipated amount of federal and state taxes client will owe for the current year.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advisory Progress checks meetings*****	Evaluate progress, ensuring advisory deliverables are met, and keeping the client aligned with their financial and business objectives.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Miscellaneous Support*****	Priority access to our team for quick questions and general guidance via phone, text message, email, or video conference. This service provides on-demand support for day-to-day inquiries and clarification needs.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Entity Structure Planning	Review best tax classification status to ensure tax efficiency			<input checked="" type="checkbox"/>
Income Strategies	Strategic, forward-looking service designed to help individuals and businesses optimize and increase their income.			<input checked="" type="checkbox"/>
Cash Flow Planning	Projecting future cash inflows and outflows to ensure financial stability, manage expenses effectively, and plan for future growth.			<input checked="" type="checkbox"/>
Budgeting and financial modeling	Assisting with the creation of comprehensive budgets and financial models to plan for costs, expansions, and investments.			<input checked="" type="checkbox"/>
Internal Controls Advisory*****	Professional guidance on strengthening internal control processes, identifying operational risks, and recommending improvements to enhance accuracy, efficiency, and oversight.			<input checked="" type="checkbox"/>
Best Practices	This service delivers strategic, forward-looking support to enhance operational performance and advance business objectives, leveraging industry best practices and specialized financial knowledge.			<input checked="" type="checkbox"/>

**Notes on service menu items:**

- *This service does not include income projections or customized forecasting.\**
- *This service is limited to the first notice only and applies to straightforward informational inquiries. Additional notices, audits, or requests requiring extensive research, documentation, or representation are not included and may incur separate fees.\*\**
- *This meeting does not include tax planning, proactive strategy development, income analysis, or identification of tax-saving opportunities.\*\*\**
- *Some recommended strategies may require work beyond the defined scope and will incur additional implementation fees.\*\*\*\**
- *Advisory progress checks is limited to semi annual meetings for "Core + Basic Advisory" service package and quarterly meetings for "Premium Advisory" service package\*\*\*\*\**
- *Limited to guidance we can provide from existing knowledge and does not include follow-up work, research, or the creation of deliverables.\*\*\*\*\**
- *This service is consultative in nature and does not include drafting formal policies or procedures, implementing controls, or performing compliance testing.\*\*\*\*\**