



## Monthly Tax Maintenance Packages

	VIP	Business	Basic
<b>Monthly Investment:</b>	Starting at \$1,199	Starting at \$799	Starting at \$599
<b>Annual Tax Preparation</b>			
Individual Tax Returns - Federal, State(s), & Local(s)	✓	✓	✓
Business Tax Returns - Federal, State(s), & Local(s)	✓	✓	
Form W-2, 1099-INT, & Form 1099-Misc - Annual Preparation	✓	✓	\$35 per form
Business Annual Reports for Each Required State	✓	\$150/state + state fees	\$150/state + state fees
Annual Retirement Plan Questionnaire Preparation	✓	✓	
Annual Registered Agent Services for Out of State Registrations	✓		
<b>Tax Planning</b>			
Implementation of Your Tax Plan Design	✓	✓	✓
Quarterly Estimated Tax Calculations Based on Safe Harbor Requirements	✓	✓	✓
Retirement Contribution Calculations for Employer/Owner Only Plans	✓	✓	✓
Year-End Tax Planning (October/November)	✓	✓	✓
Mid-Year Tax Planning (May/June)	✓	✓	
Unlimited Updates to Your Tax Projections	✓	✓	
Updates to Gusto Payroll with Changes in Your Plan	✓	✓	
IRS Account Monitoring for Notices & Correspondence	✓	✓	
<b>Support</b>			
Unlimited Support - Phone, Email, & Video Conferences	✓	✓	✓
Virtual Video Meetings Anywhere in the World	✓	✓	✓
Screen Record & Screen-Share Communication	✓	✓	✓
Prioritized Communication System	✓	✓	✓
24/7/365 Access to Secure Digital Workspace & Document Storage	✓	✓	✓
Evening Appointments	✓	✓	✓
VIP Saturday Appointments	✓		
VIP Direct Access to Alexis (Texting & Direct Telephone Line)	✓		
Annual Registered Agent Services for Out of State Registrations	✓		
<b>Education</b>			
Monthly Tax Newsletter & Social Media Updates	✓	✓	✓
Tax Coaching on Proper Bookkeeping/Recordkeeping	✓	✓	✓
Planning Meetings w/ Your Financial Advisor & Attorney	4 Meetings/Year	2 Meetings/Year	1 Meeting/Year
Due Date Notifications for Quarterly Estimated Tax Payments	Text & Email	Email	Email
<b>Bookkeeping, Payroll, and Audit Representation</b>			
3 Times a Year Bank, Credit Card, & Payroll Reconciliations in QBO	✓	✓	✓
Gusto Payroll Monthly Subscription	✓		
QuickBooks Online Monthly Subscription	✓	✓	
Business - IRS/State Audit Protection Plan	✓	\$349/year	
<a href="#">IRS &amp; State Audit Protection Plan</a> - Please follow link for terms of service	Gold	Silver	Basic
Annual Payment Discount	5%	5%	5%
<b>Separate Services from Monthly Packages</b>			
<a href="#">Initial Tax Plan Design (see FAQ on website) - One Time Investment</a>	Fixed Fee - Quoted	Fixed Fee - Quoted	Fixed Fee - Quoted
Full Service Bookkeeping (Categorization & Reconciliation)	Starts at \$299/m	Starts at \$299/m	Starts at \$299/m
Bookkeeping Clean-up & Backwork	\$75/hour	\$85/hour	\$85/hour
Amended Returns & Backwork	Fixed Fee - Quoted	Fixed Fee - Quoted	Fixed Fee - Quoted
New Entity Set-up	\$495/state + state fees	\$495/state + state fees	\$495/state + state fees
Employee Payroll Tax Registration (Withholding and UI are separate filings)	\$199/state + state fees	\$199/state + state fees	\$199/state + state fees
Minutes of the Board/Annual Meeting Minutes	\$199/state + state fees	\$199/state + state fees	\$199/state + state fees



## Bookkeeping Service Packages

	Full Service Custom	Full Service Level 2	Full Service Level 1	Basic Package
<b>Monthly Investment:</b>	Flat Rate Custom Quote	Starts at \$499/month	Starts at \$299/month	Included with Your Tax Maintenance Package
<b>Accounting Services</b>				
Monthly Subscription to QuickBooks Online (QBO)	✓	✓	✓	✓
Recording of All Deposits and Expenses (Over 500 Transactions per Month)	✓			
Recording of All Deposits and Expenses (Up to 500 Transactions per Month)		✓		
Recording of All Deposits and Expenses (Up to 200 Transactions per Month)			✓	
Monthly Reconciliation of Bank and Credit Cards in Quickbooks Online (QBO)	✓	✓	✓	
Reconciliation of Bank and Credit Cards Every 4 Months in Quickbooks Online (QBO)	✓	✓	✓	✓
Clean-up & Backwork (aka Mass Recategorization of Transactions)	\$75/hr	\$75/hr	\$75/hr	\$85/hour
Preparation of Financial Statements	Monthly	Monthly	Monthly	Annually
Pulling Monthly Bank and Credit Card Statements (if available)	✓	✓	✓	✓
<b>Payroll Services</b>				
Monthly Gusto Payroll Subscription	Quoted	Quoted	Quoted	Quoted
Recording and Reconciling All Payroll Activity in QBO	✓	✓	✓	✓
Adjust Payroll as Necessary For New Information	✓	✓	✓	✓
Employer Payroll State Tax Registration (Withholding and UI are separate filings)	\$199/state + state fees	\$199/state + state fees	\$199/state + state fees	\$199/state + state fees
<b>Support</b>				
Unlimited Support - Phone, Email, & Video Conferences	✓	✓	✓	✓
Virtual Video Meetings Anywhere in the World	✓	✓	✓	✓
Screen Record & Screen-Share Communication	✓	✓	✓	✓
Prioritized Communication System	✓	✓	✓	✓
24/7/365 Access to Secure Digital Workspace	✓	✓	✓	✓
<b>Education</b>				
Coaching on Proper Bookkeeping/Recordkeeping	✓	✓	✓	✓
Video Tutorials for Best QBO Practices	✓	✓	✓	✓
Coaching on Business Activity vs Personal Activity	✓	✓	✓	✓