Service Fees

NOTE: Fees shown below are preliminary and intended as an example service plan. Actual services and the corresponding fees are situation-dependent and adjustable at the Accountant’s sole discretion. Client’s continued use of the Accountant’s Services defined in the applicable Client’s Agreement, and its amendments if applicable, implies complete consent to all fees assessed by the Accountant. Fees and terms are subject to change in accordance with Client’s Agreement. See Section XVI.

ACCOUNTING/ADVISORY\*

All services are performed using **QuickBooks Online only**. Clients using other software including QuickBooks Desktop must transition to QuickBooks Online to utilize these services unless otherwise stated in the Agreement. Time incurred for QuickBooks Online conversions and setup are billed separately under the Business Advisory rate.

**START-UP: Please select from the following proposed services and/or add other services as desired ($100/hour).** *NOTE: The order and timing of approved Services may begin at any time as determined by the Client.*

* QuickBooks Online Setup:

\_\_\_\_\_\_ Set up subscription and implement discounts\*

\_\_\_\_\_\_ Create and organize Chart of Accounts

\_\_\_\_\_\_ Reconcile all financial transactions from beginning of calendar year OR \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Implementation of custom reporting and efficiency measures as directed

* Streamline Operations:

\_\_\_\_\_\_ Prepare a list of recommended actions categorized by importance for follow-up discussion.

\_\_\_\_\_\_ Establish/review operating policies to address business risks & compliance

\_\_\_\_\_\_ Establish and execute an effective and recurring reporting process

\_\_\_\_\_\_ Summarize controls and procedures, recommend and/or implement improvements\*

\_\_\_\_\_\_ Research and suggest app integrations to increase efficiency

*\*all expenses incurred from subscriptions & app integrations will be charged to the Client.*

**RELAX:** Select from the following monthly servicesafter START-UP process is completed. All services are offered separately.

\_\_\_\_\_\_ Full-service bookkeeping **($200/month)**

\_\_\_\_\_\_ Full-service reporting and financial analysis **($200/month)**

\_\_\_\_\_\_ Tax planning, prep, filing bundle: Income tax only **($50/month)**

\_\_\_\_\_\_ Tax planning, prep, filing bundle: Non-income taxes only **($50/month)**

**OTHER:** Please check or list other desired services below. Client may choose to list tax services below OR bundle tax services together for the monthly rate above. Business & Individual tax bundles sold separately. (2 x $50/month). Any items listed below will be individually priced using the TAX SERVICES fee schedule on the next page.

\_\_\_\_\_\_ Tax returns (list entities/types here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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BUSINESS ADVISORY: see services on Advisory page. Includes non-tax research, and other services not previously listed including correspondence time. \* ($100/hour).

INDIVIDUAL ADVISORY: see services on Advisory page. Includes non-tax research, and other services not previously listed including correspondence time. \* ($80/hour).

TAX SERVICES\*

* Simple Federal Income Tax Return (no schedules) ………….…………………………………… $100
* Regular Federal Income Tax Return ………………………....…………………………………............. $200
* Supporting schedules w/ supporting forms.….…………….................................. $50 per schedule
* State Income Tax Return(s) ...…………………….…………………….……………….…… $50 per return
* **Estimated** Tax Return Access Fee (1040/non-1040) …………………………………….... $50/$70
* Extension prep and filing ………………………….……………………………………………………….... $100
* Amended return prep and filing^ …………………………………….…………………….................... $200
* 1099 filings ……………………………………………………………………………………………………... $25 per form
* Travel/mileage fees (if applicable) ...…………………………………………………………………... [TBD]
* Expedited prep/untimely information fee\*…………...……………………………………………. [TBD]
* Other tax services (all other services not defined above) ………………………….…….. $75/hour

All return prep services include a wrap-up meeting to review the return, discuss observations that may include tax planning opportunities, and to address any concerns or questions. Additional services or information requested after this meeting are subject to either the tax or advisory hourly rate as determined by the Accountant.

\*Fees shown assume Client’s full compliance with all Client obligations and responsibilities set forth in the Client Agreement. Excessive research/analysis time incurred to complete the Returns may be assessed at the ‘other tax services’ hourly rate above as determined solely by the Accountant. Access fees are subject to change at the third-party software provider’s discretion. Invoices are due upon receipt. **Additional charges may be assessed for expedited returns or services (defined as ‘to be completed within two (2) weeks of communication date’), or if information requested by the Accountant is NOT addressed timely by the Client (as defined by Client Agreement Section II) within two (2) weeks of applicable filing deadlines.**

^Includes up to three (3) changes to each amended return. Additional changes are subject to the ‘Other tax services’ hourly rate shown above as determined solely by the Accountant. Amended returns derived from prior tax filings not initially prepared by SFS will incur a return access fee as shown above.