



2020 FACT SHEET

SERVICES: We offer the following services:

- a) Tax preparation of historical data (1040, 1120, 1120S, 1120H, 1065, 1041, 990)
- b) Tax planning – current and future tax positions.
- c) QuickBooks training.
- d) Business income tax preparation, Illinois Sales Tax.
- e) Business consultation.
- f) Compilation and Review of Financial Statements (NFP & For-Profit corporate entities).
- g) Audits for NFP and For-Profit organizations.
- h) Payroll Processing

We do not review or give advice on tax returns prepared by clients or other tax professionals.

RATES: Most of our services are billed at the following rates: \$250 per hour for Owner, \$175 per hour for CPAs, \$150 for Staff Accountants, and \$100 per hour for bookkeeping or junior accountant staff. QuickBooks training starts at \$350. Specific quotes available after understanding your objectives. Project administrative fees may be added to tax returns, compilations, reviews, audits and other engagements.

Corporate tax returns **start** at \$750. All bookkeeping for corporate tax returns is billed separately and is NOT included in the tax preparation fee or estimate. Individual tax returns **start** at \$350. Our fees for individual tax returns are based on the forms used during tax preparation, as well as our time incurred. Please ask for a quote for condo tax preparation. Tax preparation invoices are condensed, showing only the total amount due.

We may offer a complimentary 30 minute consultation to new corporate clients.

TAX RETURNS: Payment is expected at the release of your tax returns or when they are e-filed. We are committed to answering questions you may have about the preparation of your tax returns and have allowed a limited amount of time for these questions before any additional fees will be incurred.

PHONE CONSULTATIONS: Our practice is to respond to brief telephone questions without charge, as a courtesy to our regular clients of record about their tax situation only. However, it is necessary for us to bill for extended phone consultations (e.g. beyond five minutes) at our regular hourly rates, just as we would for the same discussion if conducted in person. In addition, we want you to know that we are committed to quality service, and cannot always provide immediate feedback on a complex or significant tax or business issue that might require research in order to respond appropriately.

TRAVEL: Travel time to and from a client location is billable at the rates above.

INVOICING: We prepare invoices twice monthly (middle and end), and the terms of our invoices are *Due Upon Receipt*.

OUT OF POCKET EXPENSES: Clients will be billed for all out of pocket expenses such as parking, tolls, mileage, copies, etc. unless otherwise noted in proposals or engagement letters.

ENGAGEMENT LETTER: Clients may receive engagement letters or proposals. These will outline specifically what you have asked us to do, and what the expectations of both parties are. If we ask for a deposit, those monies will be applied to the last invoices in the project.

PAYMENT OPTIONS: We accept cash, checks, e-checks and credit cards.

We value your business!!