



JAMES HAMLIN & Co., P.C.

What's Included in the Monthly Fee

- ❖ Monthly Statement of Income and Expense
- ❖ Monthly Balance Sheet
- ❖ Monthly comparative statements, when the data is available
- ❖ Monthly payroll report of employees and any 1099 vendors and contractors
- ❖ New hire and New Contractor Reports, home state
- ❖ Quarterly withholding and unemployment tax returns – Federal & Home State and two Local Taxes
- ❖ Monthly or Quarterly State & Local sales tax returns, home state and local areas
- ❖ Monthly Bank Reconciliations (business credit cards or barter accounts are treated as a bank account)
- ❖ Detailed General Ledger showing monthly and year to date activity
- ❖ Calculation of payroll tax deposits federal, home state, one local tax
- ❖ Payment of EFTPS for federal payroll and income tax
- ❖ Payment of State payroll and sales tax by electronic funds transfer
- ❖ Workers compensation and liability audits
- ❖ Consultation regarding tax planning in the normal course of business

What's Included in the Year End Fee

- ❖ Closing of company books and year end adjusting entries
- ❖ Fixed Asset reports
- ❖ Opening of new year books
- ❖ Preparation of entity and personal tax returns
- ❖ Preparation of personal property tax returns

What's not Included in the Monthly or Year End Fee and will be billed Separately

- ❖ Pension/Profit Sharing Form 5500
- ❖ IRS and State income tax audits
- ❖ Income tax audit appears
- ❖ Sales Tax Appeals
- ❖ Loan applications and cash flow projections
- ❖ Tax consequences of purchase or sale of business
- ❖ Audited or Reviewed financial statements
- ❖ Payroll Check Writing Service
- ❖ Time Management Services
- ❖ Accounts Payable Service
- ❖ Accounts Receivable Service
- ❖ Quick Books on site training