

SMALL BUSINESS - PACKAGE FEES

Business Entity Start up Business Entity Selection Online Accounting Program Set up

_____ **Business Entity Set Up-** Choosing the right business entity can save you thousands of dollars in taxes while also minimizing your personal exposure to legal issues.

We will review your business, determine the best entity and set it up for you.

We will obtain the Federal EIN; and State Registration No (if needed) for sales tax. **Prices start at \$300** (please note cost does not include state or federal entity filing fees. Those costs will vary from state to state)

_____ **Converting LLC to S Corp/C Corp Election-** Changing the tax status of a business is a complex issue and has potential tax and other effects. We will assess your current tax election and complete the forms necessary to make the election. **Price at \$250.00**

_____ **Setting up Quickbooks Online** Setting up Quickbooks is essential for your business. We will review the basic set up with you. We will review and set up your Chart of Accounts. We will educate you on the difference between account types and train you on adding bank and credit card accounts and posting transactions correctly. **Price at \$250.00 includes 2 full hours of set up and training. Further instruction available if needed.**

Small Business Accounting Services –

Do you have questions throughout the year on your business? Looking for a review of your financials on a quarterly basis?

Do you need help estimating your quarterly tax payments?

Do you need full accounting/bookkeeping?

_____ Initial Consultation – \$75.00

During our first meeting we will assess your current status and accounting/tax needs for your small business. We will answer any initial questions, discuss goals and determine which direction and package works for you and your Small Business.

_____ Estimated quarterly review – Level 1. Review your Quickbooks Online or self-prepared Profit and Loss Statement. Includes 1 hour in person/or via ZOOM consultation per quarter; determination of your estimated quarterly tax payments. **Price at \$250.00 per quarter. Does not include bookkeeping, posting entries, reconciling bank accounts. Additional charges would apply**

_____ Estimated quarterly review with unlimited email inquiries – Level 2. The same as Level 1 – also includes: If you have additional questions throughout the year on your business

– *this Level includes unlimited email inquiries*; Includes 1 hour in person/or via ZOOM consultation per quarter; determination of your estimated quarterly tax payments. **Price \$300.00 per quarter. Does not include bookkeeping, posting entries, reconciling bank accounts. Additional charges would apply**

_____ **Estimated quarterly review– Level 3.** Includes – unlimited email inquiries; 1 hour in person/or via ZOOM consultation per quarter; Review your bookkeeping in Quickbooks online to verify transactions are posted correctly; assist with reconciliation questions; and determination of your estimated quarterly tax payments. **Does not include bookkeeping, posting entries, reconciling bank statements. Additional charges would apply. Additional bookkeeping billed out at discounted rate. Price starts at \$450.00 per quarter.**

_____ **Full Service Accounting and Bookkeeping Service.** Includes – unlimited email inquiries; 1 hour in person/or via ZOOM consultation per month. Includes posting transactions from checking/savings account; credit card statements, etc. Reconciliation of bank statements; Compilation of Financial Statements (monthly or quarterly) **Price starts at \$250.00 per month.**

NOT READY FOR FULL ACCOUNTING PACKAGE –

NEED OF FURTHER COACHING/ BUSINESS DEVELOPMENT. We offer business consultation/small business coaching packages, ON AN AS NEEDED BASIS

_____ **Additional Small Business Coaching/Development.**

One Time Session \$150.00

Need more assistance with your small business, not ready for accounting/bookkeeping work, no need for tax estimates – but need additional assistance.

Packages Available \$500 for 4 Sessions

\$1200 for 12 Sessions

Sessions do not expire and do not need to be used concurrently.

SMALL BUSINESS TAX PREPARATION

_____ **Small Business Tax Preparation – Schedule C** – If you are a sole proprietor or a single member LLC without an S Corporation election, your small business transactions will be reported on Schedule C of your person return (Form 1040). As you might know a single member LLC is considered a disregarded entity, therefore it does not have a separate small business tax return – this is a common misconception.

Our fee for this tax return preparation is typically \$500 to \$700. Good organization can overcome complexity –

with the Small Business Package your fee for Tax preparation will start at \$250.00 (Tax preparation price will be determined by a full review of all items for personal return – discounted rates apply)

THIS IS FOR BUSINESS PORTION ONLY – If you have other tax items W2, Rental Income, Investment Income – additional fees may apply.

_____ **Small Business Tax Preparation – Form 1065 or Form 1120S – LLC with an S Corp Election.** Good organization can overcome complexity

– with the Small Business Package your fee for Tax preparation will start at \$500.00

(plus personal return preparation is additional charge, starting at \$100 (Tax preparation price will be determined by a full review of all items for personal return – discounted rates apply)

Payroll – Additional Services

It is a struggle for small businesses to be constantly dealing with payroll. As part of our services, AM Accounting and Tax Services LLC will help you manage that effort and make it easy to get a consistent payroll system in place. We have partnered with payroll providers and will assist in connecting your business to a payroll provider that meets your needs and provides great pricing. This will give you one less thing to think about and allow you to focus on growing your business.

Price to be determined once we find the right fit for your payroll provider.

Looking to do payroll on your own through Quickbooks or other software – but need assistance:

_____ Set up payroll on Quickbooks; assistance with tax filing numbers, state withholding, unemployment \$250 (one time fee)

_____ Quarterly review – Quarterly review of payroll forms for filing – 941, State Unemployment, Federal Unemployment - \$100.00 per quarter

_____ Year End Review – filing of W2s and State Form WT 7 - \$150.00 year end fee. Preparation of 1099s available – for additional fee

AM Accounting and Tax Services LLC will be ready and available to assist you with payroll tax forms and filings. All payments of payroll tax are the

responsibility of the client. We will be available to assist and answer questions, but it is your responsibility to make sure these payments are paid on time.

All clients must make sure that they update their payroll information when any letters or notices are received. Again, we are here to assist, but it is the client's responsibility to update our office with this information.