

Gargans Tax Services LLC



Accounting & Payroll fees:

COST OF SERVICES

- 1) Installation (setup fee) -\$175.00 (Existing QB File- No Charge)
- 2) Monthly accounting fee - \$100.00 hourly.
- 3) Payroll Processing - \$3.00/check (MINIMUM \$60/mo.) Dir Deposit available \$50-installation (one time fee) + \$1.25 per direct deposit); Payroll only client's \$4.50/check (Minimum \$90/mo.) plus installation fee to set up employees year to date info at \$100/hour. (fewer number of employees then smaller the charge)
- 4) Quarterly Payroll Tax Filing - Included in Processing Fee (Online filing/PR Taxes Pd on line). If payroll is discontinued the monthly minimum fee still applies b/c Quarterly Tax Returns are still needed to be filed. Online taxes setup fee (One time only) \$100.
- 5) Annual Payroll Tax Filing- \$100 one-time annual fee+ charge for preparing W2's at a cost of \$5.00 per W2.
- 6) 1099 preparation charge based upon volume of 1099's generated and includes 1096 IRS return filing at \$100 per hour. I will mail 1099's & 1096 to them to sign and mail by Feb. 29 this year.

Notes:

- Installation fee required before work commences. If existing QuickBooks file is available then no charge unless work is required to correct data from tax return review. Retainer equal to 50% of estimated first month's fee with minimum \$ 200.
- Monthly accounting includes: data entry of checks and deposits, bank reconciliation, credit card processing, financial statement reporting and analysis.
- Payroll processing includes entering hourly and salary information, pay stub generation, payroll summary reporting, and direct deposit processing for a small fee charged by QuickBooks. This information will be faxed or emailed per client's instructions.
- Payroll tax filing is required monthly, quarterly and annually. Online filing and payment of taxes will be available upon client's request at no additional charge. Set up fee to process online payroll taxes is \$100. (One time fee)
- Invoices will be issued when work is completed. Payment is due within 15 days. Both parties agree that a 30-day notice will be submitted to cancel this agreement. Gargans Tax Services LLC will turn over any completed reports pertaining to your business as long as all fees have been paid. We will automatically discontinue work on your account, if fees have not been paid within 15 days of invoice.

Accepted _____

Accountant _____

Date _____

Date _____