



Rate Schedule

BOOKKEEPING

If you are in business you MUST maintain a formal set of Books of Account that will be requested if you ever have an Audit. We can help you with that (see our fees below). Be warned that IRS is now routinely requiring, during business audits, an electronic copy of Taxpayer's self-maintained QuickBooks File if that information was used in tax return preparation.

QUICKBOOKS file setup and conversion to QuickBooks online (whether we will do the Bookkeeping or for those who want to do it themselves) is subject to a non-refundable, Minimum Fee Retainer of \$250. As Quickbooks Certified Pro Advisors we offer onsite training and support at \$125 per hour. We also get 30% discount prices for our clients for intuit products.

BOOKKEEPING SERVICE fees are prepaid monthly (at the start of each month's service), are based on the time and expertise required, completeness of your data, and timeliness in receipt of your data. Our pricing "rule" is: \$350 per month includes, QuickBooks online access, Quarterly updates, Financial Statements issued, this service includes quarterly/monthly sales tax filings, unlimited email and/or telephone assistance or support including QuickBooks support. \$250/mo. If there is no sales tax and a maximum of 200 transactions a month.

A NON-REFUNDABLE, MINIMUM FEE RETAINER of \$450 IS REQUIRED OF ALL NEW ACCOUNTS ENGAGED BEFORE NOVEMBER 1st (after that date see "Year-End Bookkeeping" below).

"YEAR-END" BOOKKEEPING. December and January are two of our busiest months due to tax agency deadlines—if you cannot possibly bring in your records until then we cannot guarantee your return will not need to be extended, and you will be billed at the same rates above but subject to a non-refundable, Minimum Fee Retainer of \$1,020 (\$85 x 12 months). Work will begin on your "Year-End" Bookkeeping after we receive your Retainer. \$1,980 after completion (\$165 x12 months) Maximum of 200 Transactions monthly

1099's that this office prepares carry a base fee of \$150 for the 1099/1096, plus \$10 for each additional 1099. 1099's will be e-file and mailed to subcontractors

BILLING POLICY. Invoiced Accounts that are not paid in full within 30-days are subject to \$10/month Late Penalty Fee. Checks Returned for ANY reason, or amounts charged back Credit Card payments are subject to a \$50 NSF, Returned Item, or Credit Card Charge back Penalty Fee. NOTE: Any payments received after a Penalty Fee is assessed are applied first to such Fees assessed, and the balance to the amount originally owed.

TAX RETURNS

TAX RETURN PREPARATION fees are based on forms used in the return AND THE TIME AND EXPERTISE REQUIRED, include Electronic filing and any one State filing. Tax Returns will not be released to client for removal from our office (even in "draft" printed or PDF format), or e-filed until our fees are paid in full.

1. INDIVIDUAL RETURNS

- \$175 Form 1040/1040A (no itemized deductions)
- \$100 Itemized Deductions Schedule-A, PLUS:
- \$30 Form 8829 Employee Office in the Home
- \$15 Form 8863 Education Credits
- \$5 Form 1095-OTR Health Insurance Coverage
- \$25 Form 8962 Health Insurance Premium Tax Credit
- \$25 Form 8965 Health coverage Exemption
- \$10 Form 8283 Non-Cash Donations Greater Than \$500 per Recipient
- \$50 Form 4684 Casualty Losses, per loss, except for Presidentially Declared Disaster Losses which are free of charge.
- \$10 Interest & Dividend Income Schedule-B for the first 4 entries. Any additional entries will be \$2.00 each. If you have a Foreign account or Trust, a separate form will be required and the fee is \$100.
- \$300 Business Schedule-C or Farm Schedule-F (Minimum fee) – our Average last year was \$500, including AIRBNB's, Auto Expense Worksheet (up to 3 vehicles – additional vehicles \$15 each), Depreciation Form 4562, Office in Home Form 8829, and Self-Employment Tax Schedule SE. Businesses are Audit Targets. Income verification required, bring your business bank statements, and completed bookkeeping. (IF YOU BRING ONLY RECEIPTS AND BANK STATEMENTS, YOU WILL BE CHARGED \$75/HR IN ADDITION TO THE MINIMUM FEE.)
- \$50 Capital Gain/Loss Schedule-D (non-business)
- \$75 Capital Gain/Loss Form 4794 (business or rental) each sale
- \$150 Rental Income Schedule-E (Residential and Commercial Rentals) (Minimum Fee per each property and includes Depreciation Form 4562, and Passive Loss Limitation Form 8582 and related Worksheets). Income and Depreciation on Rentals are Audit Targets. Bring your prop statements and HUD statements from purchase and Improvement Loans.
- \$80 Farm Rental-Form 4835 (per each property and includes Depreciation Form 4562, and Passive Loss Limitation Form 8582 and related Worksheets)
- \$20 per page Gambling Winnings Forms W2G, (up to 4 forms per page)
- \$5 per Wage Income Form W2, for each in excess of 4 forms
- \$5 per Retirement/Pension Income Forms 1099-R, for each in excess of 4 forms
- \$5 per Miscellaneous Income Forms 1099-MISC, for each in excess of 3 forms
- \$90 Extensions (pre-paid)
- \$85 (\$195 total) Earned Income Tax Credit (EITC) (parents with children) due to new "due diligence" requirements placed by IRS on Tax Preparers we shall require the following, additional documentation to be provided by the Taxpayer: school, child care provider, landlord, medical or other records that designate the child's place of residency as that of the Taxpayer; if child is disabled a Doctor, health care provider, or Social Services agency statement; if parent is self-employed a copy of your business license, and records of gross

receipts and expenses provided by Taxpayer. NOTE: We are now required to retain these documents for 3 years.

- \$60 each for 2nd or additional State returns.
- \$125 Minimum Fee Retainer for Amendments

Not all Forms/Schedules that may be needed for your return are listed above.

Prior year Non-Filers must pay a \$195 per year, Non-refundable, Minimum Fee Retainer, execute an IRS Power of Attorney Form 2848, provide full relevant documentation (before our work commences), and must also agree to have no further direct contact with IRS.

2. CORPORATION ("C" or "S"), PARTNERSHIP, LLC RETURNS preparation fees are based on the time and expertise required, and the complexity and degree of organization of your data.

Corporate or LLC Minimum Fee is \$900 (plus \$15 for each participant Schedule-K-1) for a Services only entity that does not require a Balance Sheet (i.e., Gross Receipts are under \$250,000 and Total Corporate Assets are under \$250,000, or \$600,000 in Assets for Partnership/LLC). Fee charged includes electronic filing (if available) and one State Return if required.

NOTE: If the entity sells products, carries inventory, or exceeds the above amounts, the return will be required to file a Balance Sheet — that will add \$175 to the Minimum Fee, making it \$975. If additional Schedules or Forms are required there will be an additional fee for each such Schedule of Form.

NOTE: Our bookkeeping clients receive a discount of \$100 on the Corporate tax return fees.

TAX AUDIT REPRESENTATION fees are hourly based, subject to a \$2,000 prepaid, non-refundable, Minimum Fee Retainer PER INCOME TAX YEAR UNDER AUDIT, and do not include any subsequent Appeals or Tax Court Hearings or related filings. Tax Audits are increasingly being conducted by correspondence (those more often than not end up in Appeals), sometimes at the IRS' office locally, but more often are held in our office if the return involves a business.

NOTE: If you undertake the Audit yourself or our office did not prepare the original return and subsequently turn it over to us for Reconsideration (a Re-do by a different Audit Group) or Appeals, the Minimum Fee Retainer will be \$2,825 PER TAX YEAR UNDER AUDIT.

If the Audit scope or complexity increase and more time is needed to be devoted than is covered by the above Retainer, you will be asked to provide additional funds.

TAX AUDIT APPEALS (or Collections) fees are hourly based, subject to a non-refundable, \$1,000 prepaid, Minimum Fee Retainer per Income Tax Year, if we handled the underlying Audit. If we are taking over from someone else the Minimum Retainer will be \$1800.

TAX REPRESENTATION (Outside of Income Tax Audit), such as Reviewing and Responding to an IRS CP-2000 "Notice of Proposed Assessment" (based on omissions on your tax return), or other tax agency matters (EDD, FTB, BOE, or other) that require written replies or telephone resolution are subject to a \$150 non-refundable Minimum Fee Retainer — avoid this fee by reporting ALL your income in the original return!