CLIENT SERVICE	CLIENT MANAGED TAX SOLUTIONS

BOOKKEEPING, ACCOUNTING	ONE STOP CPA	CLIENT	NOTES
Reconciliation of business bank & credit accounts	X		Done in QuickBooks
Record and categorize Income/Expense transactions	X		Business account transactions categorized for tax compliance
Record and categorize Assets/Liabilities/Equity transactions	X		Tax Ready Financial Statements in TaxDome
Prepare and Send Monthly Open Items List	X		Send list of transactions that we need clarification (Google Sheet sent by email)
Respond to Monthly Open Items List		X	Respond by updating Google Sheet (link provided by email)
Send Monthly Profit & Loss w/Balance Sheet (Financials)	X		Done in QuickBooks, PDF Reports Reviewed, then sent in TaxDome
Payroll Tax Management (for one employee)	X		Payroll Processing Co. for 941/W2 Reporting, payroll processing services (Gusto, ADP, Paychex, etc.)
Your Vendors: Payments, Bills & Payables (Subcontractors)		X	Payroll Processing Co. for 1099 Reporting, W9 processing (Gusto, ADP, Bill.com, etc.)
Your Customers: Payments, Invoices & Receivables		X	CRM, QuickBooks Online or your own preferred methods
Save other business Statements to TaxDome		X	Upload all Loan Details, Purchase Agreements, Leases, etc.
Save receipts to shared location		X	Optional, can be done in QuickBooks Online or TaxDome
Schedule Tax Planning call w/CPA		X	Tax Planning Available (APR, JUL, OCT, NOV & DEC), and as needed.

TAX COMPLIANCE, PLANNING	ONE STOP CPA	CLIENT	NOTES
Close Books and make final adjustments each year	X		Salary, Depreciation, Amortization, Personal Use Adjustments
Adjust Balance Sheet, Profit & Loss, with depreciation	X		Reports uploaded to TaxDome
Prepare and e-file business tax return	X		Business Tax Return, attachments and Schedule K-1's
Make recommendations to save & stay in tax compliance	X		Tax Planning Recommendations
Respond to questions on open tax items		X	Updates to Ownership, Addresses, Asset Disposals, etc.
eSign Form 8879 Authorization to e-file		X	By March 15th Deadline (or Sept. 15th w/Extension)

Add-On CPA Services (Limited Availability)	ONE STOP CPA	CLIENT	NOTES
1040 Form Preparation	Starts @ $600		(1Q) JAN-MAR +Attachments +Forms +States +Agencies
Year-Round Support Services	Subscription		(2Q-3Q) 6x1 HR Sessions, Group Coaching, Live Q&A, Templates, Updates
Year-End Planning Services	Subscription		(4Q) Customized Planning, Strategy & Implementation
Review of business operations & cash flow	Subscription		Cash-Flow forecasts, major transactions, succession planning
Real Estate Tax Planning	As Needed+		Transaction Mapping, Gain Estimations, Tax Plan Deliverables
Staffing Services (AR/AP Clerk, Weekly Books etc.)	Upon Request+		If you need more frequent services like A/R, A/P and weekly financial reporting.
Remote Desktop Implementation	Upon Request+		To help facilitate shared access with your remote employees
Review of financial statements to identify trends, fraud exposure	Upon Request+		Certified Fraud Examiner Services
Advanced automations, CRM	Upon Request+		Zapier Integrations, CRM Recommendations
Buying or Selling a business	Upon Request+		Installment Sales, Ongoing Employment Terms, Buyout Terms
Compilation, Review or Audited Financial Statements	LIMITED		AICPA Peer Review Program