



# BILLING AND PAYMENT POLICY

As part of establishing a successful working relationship, it is important that there be a clear understanding of our billing and payment policies. If you ever feel that fees were not properly communicated in advance, please do not hesitate to contact us.

## PAYMENT TERMS

**Invoices are due upon receipt.** We accept cash, checks and all major credit cards. We also offer payment plans for all clients. To start a plan please reach out to our Operations staff and we will gladly work out a plan that works for your budget.

**For tax return services** we respectfully request payment prior to electronically filing your tax return.

**Past due accounts:** If a significant amount of time is required to follow up on an open balance, your account will be placed *on hold* until the balance is paid in full. While *on hold* our staff will be unable to provide you with services until your account is paid in full.

## INDIVIDUAL TAX RETURNS\*

The average fee for an individual tax return is approximately \$1,200, with a minimum fee of \$750. The final cost is dependent upon the factors listed below.

- Forms required to file as well as number of items on each form.
- Change in capital assets portfolio from previous year (such as sale of stocks).
- Schedule E (rental real estate) and Schedule C (Sole Proprietor) clients incur additional charges which varies based on the organization of information provided.
- Extent of time required to follow up to obtain necessary documentation.

## BUSINESS TAX RETURNS (active businesses operating as C corporations, S corporations, or partnerships)\*

The average fee for a corporate tax return is approximately \$2,800. This amount may be more or less depending upon the factors listed below.

- Amount of accounting assistance required to complete return (i.e., number of adjustments)
- Number of fixed assets acquired and other tax calculations that must be prepared (i.e., tax credits).
- Number of state returns filed.
- Extent of time required to follow up to obtain necessary documentation.

The average fee for a Partnership return with rental real estate is approximately \$1,600. The fee varies depending upon number of properties in addition to the factors as listed above.

## YEAR-END PLANNING\*

Reviewing your financial information prior to year end allows you the time necessary to make decisions that will affect your business and/or personal taxes. We will provide you with a detailed tax projection with recommendations.

(Cost of projections vary with number of scenarios requested)

- Year End Accounting Assistance, billed hourly, average cost: \$500-750
- Year-End Business Tax Projections average cost: \$1,000
- Year-End Individual Tax Projections average cost: \$500 - \$600

## CONSULTING/SPECIAL PROJECTS/ACCOUNTING ASSISTANCE\*

There are various special projects that our Firm can provide; such as management consulting, tax notice responses, tax research, etc. Generally, these projects are anticipated to exceed \$1,000. An engagement letter with estimated fees will be provided detailing the services to be performed.

- Accounting Assistance will be billed at an hourly rate: \$85 to \$145.
- Some projects are difficult to estimate an exact fee in advance. For those projects we will bill on an hourly basis.
- Hourly rates vary from \$120 per hour up to \$300 per hour.
- Meetings, phone calls, and correspondence necessary to resolve an issue will be billed as needed. Any amount less than \$150 will be included as a part of the billing for your tax return.

\*2022 Rates