

R&I

Tax and Bookkeeping Service, INC.

2023

Client Booklet

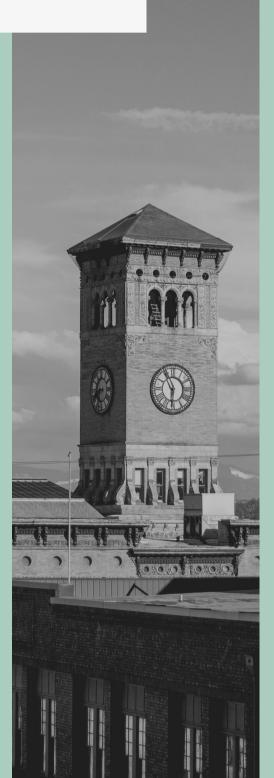
RITBSINC

About What We Do

R & I Tax and Bookkeeping Services, INC. provides clients with the specialized accounting support and services they need, allowing them to focus on their businesses and personal lives.

We have been in the industry for over 25 years and our team of accountants work diligently in accordance with the highest professional standards.

Accountants can provide services during all the various stages of your business's growth. We can handle much more than just your payroll processes and tax returns.



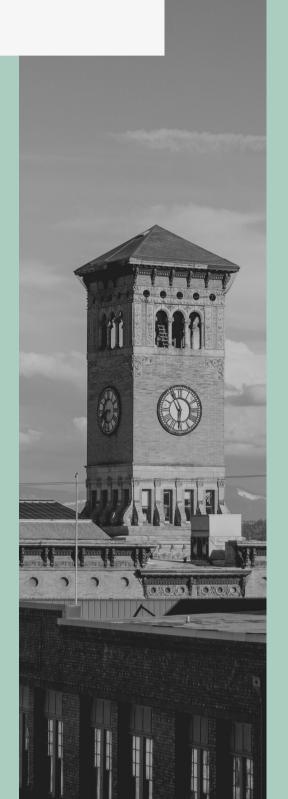
RITBSINC

About What We Do

We prepare quarterly and yearly financial statements, perform full charge bookkeeping services and provide business advice regarding the tax structure of your business. As Quickbooks Pro Advisors and Xero Advisors, we also provide implementations of those programs.

We can provide a solid foundation for your business's accounting system. You can customize the package of services you receive. Contact us for a free consultation on what services would be best for you.

We are always willing to spend time with you to help you fully understand, interpret and utilize the financial information we provide.



SERVICES

We provide

Accounting software set up
Bank reconciliation
Business income tax preparation
Small business setup
City tax filings
Estimated tax consultation
EFTPS set up
Federal & state reporting
Financial statements
Full charge bookkeeping services
General ledger set up & clean up
License renewals
Non-profit income tax preparation
Payroll processing & set up
Payroll tax preparation & filing

Personal income tax preparation State sales tax filings Tax planning & compliance Year end reporting- W2, 1099



Packages & Pricing

All our services are customizable. Everyone's situation is a little different. We leave our prices flexible to fit your budget.

Business Tax Preparation

Sole Proprietorships

Up to 3 - W2 Forms
1040 tax prep
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, B, D + C

Partnerships

1065

1040 tax prep
Up to 3 - W2 Forms
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, B, D + C

yearly fee \$400-900

LLC

Up to 3 - W2 Forms
1040 tax prep
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, B, D + C

yearly fee \$400-700

yearly fee **\$400-700**

Accounting clients receive <u>free</u> tax preparation after 6 months with us!

Packages & Pricing

All our services are customizable. Everyone's situation is a little different. We leave our prices flexible to fit your budget.

Business Tax Preparation

Non-Profits

990

Corporations

1120

1099 NEC & 1099 MISC

the corporation business formation means that there is less to no personal finance required.

yearly fee \$500-\$1100

S-Corporations

1120-S

Up to 3 - W2 Forms
1040 tax prep
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, B, D

yearly fee \$500-\$1100

yearly fee \$1500-\$2000

Accounting clients receive <u>free</u> tax preparation after 6 months with us!

Packages & Pricing

All our services are customizable. Everyone's situation is a little different. We leave our prices flexible to fit your budget.

Business Accounting Preparation

Essentials

just the basics

Accounting software set up
Bank Reconciliation
Consultation
Financial Statement

Full Charge Bookkeeping Services

monthly fee **\$200-400**

Standard

the basics + extras

Level one included

Bank and credit card reconciliation Budgeting and cash flowing EFTPS set up / Payroll processing

Determining asset depreciation
Federal and State reporting
Estimated tax consultation
License renewals

State sales tax filings

monthly fee

\$400-750

Premium

the whole package

Level one and two **included**

Financial health

Payroll processing set up

Payroll tax preparation and filing

Small Business set up

Tax planning and compliance

Year end reporting: W2's, 1099's etc.

monthly fee

\$1100-\$2500

Accounting Services Financial Agreement

This contract is between R & I Tax & Bookle address of 917 Pacific Ave, suites 411, 412, AND	keeping Service, Inc. (the "Business") with a mailing 414, 416 Tacoma, WA 98402
The business entity of	("client")
with a mailing address of	
Whereas the Client and Bookkeeper/Acco	ountant ("Parties") agree to the following terms and
conditions for the bookkeeper/accountant	nt's services, as an independent contractor, in
exchange for fees.	
SELECT ALL THAT APPLY	
Tax Sole Proprietor Package Tax Partnership Package Tax LLC Package Tax Non-profit Package Tax Corporation Package Tax S-Corporation Package	
Accounting Essentials Package Accounting Standard Package Accounting Premium Package	

The selections shall be referred to as the "Services". The Bookkeeper/Accountant shall conduct the Services within the specifications and guidelines set by the Client. The Bookkeeper/Accountant shall, always, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations and procedures when completing their Services in accordance with this Agreement.

Accounting Services Financial Agreement

Terms

nvoices

The Business will invoice the Client after completion of milestone(s) or the Project, unless otherwise noted in the Payment schedule. The Client agrees to pay invoice(s) by the due date(s) specified. Unpaid or overdue invoices may result in suspension or termination of the Project.

Payment methods

Payment will be made to the Business via cash, check, an approved payment card, or by any other payment method determined by the Business.

Refund(s)

No returns, exchanges or refunds are permitted. The client is free to terminate services at anytime but their deposits and fees paid up until that date are non-refundable and the client is responsible for paying for all work and costs incurred up until that date.

Licensing

The Business promises that it holds all licenses necessary to perform the work, that such licenses are valid and effective as of the date any work is performed or services provided, and that all work performed or services provided will be done in compliance with all applicable federal, state, or local laws and regulations.

Authority to sign

Each party has the authority to enter into this Contract and to perform all of its obligations under this Contract.

Termination of contract

The Contract ends on	(date) unless one of the parties ends the
contract before that time. If one of the parties chooses t	to end the Contract prior to Project
completion, the Client is responsible for paying for all wo	ork and costs incurred up until that date.

Modifications

The Client and the Business must agree to any changes to this contract in writing.

-Accounting Services Financial Agreement

Payment schedule

The Client will pay the Business	(\$ amount toto	(اد
Due in full on	(date)	
Deposit		
Due on	_(date) of	(\$ amount)
Balance		
Due on	(date) of	(\$ amount)
Monthly payment ofmonth.	(\$ amount) on the	(date) of each
This contract may be signed elereturned to the Business for valid purposes.		- · · · · · · · · · · · · · · · · · · ·
By typing their names as signatuthis agreement.	ures below, both parties agree t	o the terms and provisions of
Signature	Title	Date
Linda Yarbrough	President	
Signature	Title	Date

—Business Information—

Company name: _		
Address:		
		Zip Code:
Phone:		Fax:
Email:		Website:
Sole proprietor C or S Non-profit_		lity Corporation
Tax identification nu	mber (EIN):	
Washington Business	License Number:	
Date the Business St	arted:	

Owner's Information —

Percentage of owner		
Address:		
City:	State:	Zip Code:
	State: ber:	
	oer:	

Service Related Questions

How did you find our business?
Have you worked with an accounting firm before? Yes No
What was your gross sales last year?
Do you currently have a CPA or an Accountant? Yes No
When was the last time you filed federal taxes for business or personal or both?
Are you current with federal and state taxes?
Are you current with all payroll taxes?
Do you process your own payroll?
How often are employees full time or part time and contractors paid?
weekly bi-weekly semi-monthly monthly
Do you pay 941 taxes for current employees on payroll?
Does your payroll software pay your taxes for you? 941, LNI, EMP Sec, Paid sick leave,
etc
Have you ever filed bankruptcy?
How has your company been keeping up with your financials?
How long have you been in business?
What does your company do?
Have you had an audit of your financials recently?
What are some of the challenges you have had in your business?
What are some of the challenges you have had in your business?

Service Related Questions

Have you ever gotten financial statements?
Do you understand what profit and loss is?
Do you know what a balance sheet is?
Do you have ab operation manual for your business?
Do you have a marketing team or production manager?
Do you have a budget for your business?
Is their more than one location for your business?
Did you receive PPP loans?
Did you receive SBA loans?
Do you do a service or a retail business?
When does your license renew for your business?
Are you going to be an loan applications soon?
Will anyone in your firm be assisting us in gathering your financial documents?

Bank Information Authorization — Form for Online Banking —

DateC	Client's Name
Name of bank	Business
Log-in	Password
Account Number	Routing Number
Account Number	Routing Number
Account Number	Routing Number
and Bookkeeping Service, IN	hereby give R & I Tax C access to my online banking service ONLY to obtain order to maintain my monthly bookkeeping services. My for anything other than obtaining monthly statements.
Signature	Print name/ title
Date	

Please add RITBSINC@gmail.com as a email to receive multifactor authentication notifications.

this will allow us to get pertinent financial information without continually asking you for verification codes.

ACH Debit Authorization Form

Page one

Payment Authorization

Program Enrolled:
I authorize R & I Tax and Bookkeeping Service, INC to charge one time
against my credit card/debit card for the following amount
\$
I authorize R & I Tax and Bookkeeping Service, INC to process recurring
charges against my credit card/debit card for the following amounts:
\$ once every week
\$bi-weekly
\$monthly
beginning/ and ending after
payments.

*If payment bounces RITBSINC will charge a \$35 fee.

**If payment is past due 5 days RITBSINC will charge a \$50 late fee

ACH Debit Authorization Form

Page two

Account holder Information

First Name:
Last Name:
Company Name:
Company Name:
Routing Number:
Account Number
Account Number:
Account Type:
Address:
Address:
City:
State:
Zip Code:
Email:

Account Set Up- RITBSINC

Page one

Owner Information
Name:
Title:
Percentage: Address:
State: Zip code: Phone:
Email:
Business Description:
Logins & Passwords
Name of Accounting Software:
Username:Password:
Department of Revenue:
Labor & Industries:
Employment & Security:
EFTPS:
Pin:

Account Set Up- RITBSINC

Page two

Logins & Passwords

Payroll Software:
Username:
Password:
Number of Employees:
Number of independent contractors:

Non-Disclosure Agreement

Client Name:
Name of Business:
Date:
I agree that, in consideration for access to information submitted to me by (client's name)I will:
1) Keep all information provided to me and RITBS INC relating to business including bank information, discussions, research and/or graphic designs under strict confidence.
2) Disclose this information solely to the employees at RITBSC INC with this written consent from (client's name), understood and agreed this (date)
Signature:
Print Name:
Date:
Signature:
Print Name/title:
Date:

Page one

New Company Set Up Checklist

Company Name:	
Address:	
Phone:	
Fax Number:	
Date Business Started:	
Is the company up to date on state filings for licenses?	
When was the last reporting of Federal 941 filings?	
Owners:	
Business Type: (sole proprietor, partnership, LLC, Corporation)	
What is your fiscal year? (Jan 1 to Dec 31)	
What is the Employer Identification Number for the company?	

Page two

New Company Set Up Checklist

What is the LNI for the company?
What is the UBI for the company?
Have you applied for EFTPS system? (941 filings)
What is the business banking account number?

Page three

Employee Information

Employee Name:	
	Date Hired:
Birthday:	
Routing + Transit:	
Bank Account Number:	
Bank Name:	
Job Title:	
SSN:	Date Hired:
Birthday:	
Routing + Transit:	
Bank Account Number:	

Page four

Employee Information

Employee Name:	
Address:	
	Date Hired:
Birthday:	
Routing + Transit:	
Bank Account Number:	
Bank Name:	
	Date Hired:
Birthday:	
Routing + Transit:	
Bank Account Number:	