



**R & I**

*Tax and Bookkeeping Service, INC.*

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**2023**

# Client Booklet

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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

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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

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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

*yearly fee*  
**\$400-700**

### 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**

Accounting clients receive free 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

*yearly fee*  
**\$1500-\$2000**

### 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**

Accounting clients receive free 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 & Bookkeeping Service, Inc. (the "Business") with a mailing address of 917 Pacific Ave, suites 411, 412, 414, 416 Tacoma, WA 98402  
AND

The business entity of \_\_\_\_\_ ("client")  
with a mailing address of \_\_\_\_\_

Whereas the Client and Bookkeeper/Accountant ("Parties") agree to the following terms and conditions for the bookkeeper/accountant'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

### Invoices

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 to end the Contract prior to Project completion, the Client is responsible for paying for all work 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 total)

Due in full on \_\_\_\_\_ (date)

### Deposit

Due on \_\_\_\_\_ (date) of \_\_\_\_\_ (\$ amount)

### Balance

Due on \_\_\_\_\_ (date) of \_\_\_\_\_ (\$ amount)

Monthly payment of \_\_\_\_\_ (\$ amount) on the \_\_\_\_\_ (date) of each month.

This contract may be signed electronically or in hard copy. If signed in hard copy, it must be returned to the Business for valid record. Electronic signatures count as original for all purposes.

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement.

\_\_\_\_\_  
Signature Title Date

*Linda Yarbrough*  
\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Signature Title Date

# Business Information

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Sole proprietor \_\_\_\_\_ Limited liability \_\_\_\_\_ Corporation \_\_\_\_\_

C or S Non-profit \_\_\_\_\_

Tax identification number (EIN): \_\_\_\_\_

Washington Business License Number: \_\_\_\_\_

Date the Business Started: \_\_\_\_\_

# Owner's Information

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Percentage of ownership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# 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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# 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 an operation manual for your business? \_\_\_\_\_

Do you have a marketing team or production manager? \_\_\_\_\_

Do you have a budget for your business? \_\_\_\_\_

Is there 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

Date\_\_\_\_\_ Client's Name\_\_\_\_\_

Name of bank\_\_\_\_\_ Business\_\_\_\_\_

Log-in\_\_\_\_\_ Password\_\_\_\_\_

Account Number\_\_\_\_\_ Routing Number\_\_\_\_\_

Account Number\_\_\_\_\_ Routing Number\_\_\_\_\_

Account Number\_\_\_\_\_ Routing Number\_\_\_\_\_

I \_\_\_\_\_ hereby give R & I Tax and Bookkeeping Service, INC access to my online banking service ONLY to obtain monthly bank statements in order to maintain my monthly bookkeeping services. My information will not be used 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 Type: \_\_\_\_\_

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: \_\_\_\_\_

# Payroll Set Up Questionnaire

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?

\_\_\_\_\_

# Payroll Set Up Questionnaire

Page two

## New Company Set Up Checklist

What is the LNI for the company?

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What is the UBI for the company?

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Have you applied for EFTPS system? (941 filings)

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What is the business banking account number?

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# Payroll Set Up Questionnaire

Page three

## Employee Information

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SSN: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Birth day: \_\_\_\_\_

Routing + Transit: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

SSN: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Birth day: \_\_\_\_\_

Routing + Transit: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

# Payroll Set Up Questionnaire

Page four

## Employee Information

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SSN: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Routing + Transit: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

SSN: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Routing + Transit: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_