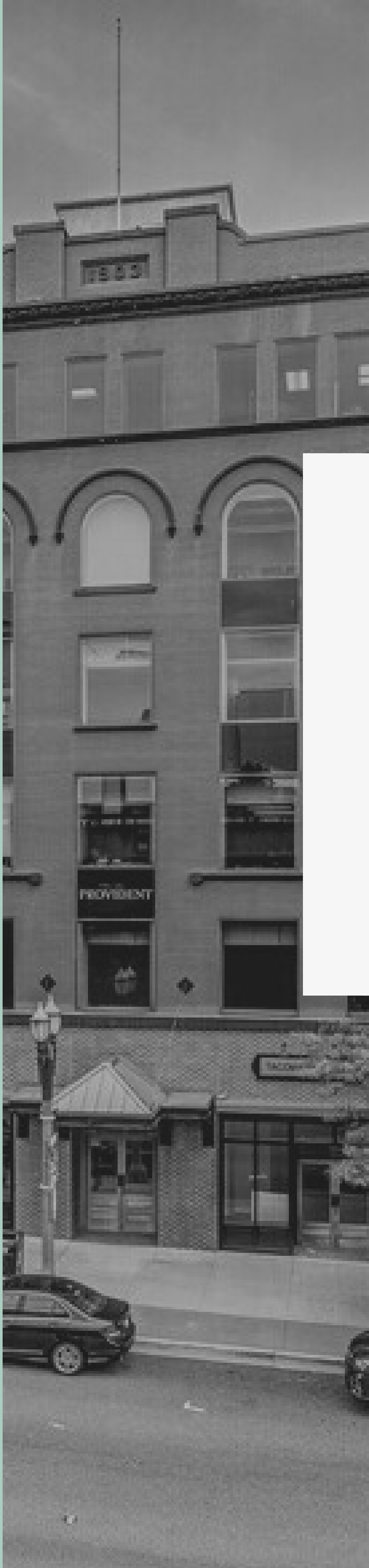

R & I

Tax and Bookkeeping Service, INC.

2022

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.

Personal Tax Preparation

Essentials

The basics

Up to 3 - W2 Forms

yearly fee

$200

Standard

The basics +some extras

Up to 5 - W2 Forms
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, C, D

yearly fee

$300-$500

Premium

The whole package

Up to 5 - W2 Forms
1099R
1099 NEC & 1099 MISC
1098 Mortgage Statement
Schedule A, **B,** C, D, **E**

yearly fee

$600-$800

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

Partnerships
1065

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

yearly fee
$400-900

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

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

$400-500

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

$500-$1100

Accounting Services Financial Agreement

The business entity of R & I Tax and Bookkeeping Service, INC.
("Bookkeeper/Accountant")
with a mailing address of 917 Pacific Ave, ste 411, 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:

Accounting Fee Level 1_____________ Accounting Fee Level 2____________
Accounting Fee Level 3_____________

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.
II. Fees. The Client agrees to pay the Bookkeeper/Accountant $55.00 per Hour ($/HR) for providing the Services. Special billing provided____________down and _____________due by the end of _____________and then______________per month until we discuss an increase.

____________________	___________________	____________________
Signature	Title	Date
Linda Yarbrough	President	
____________________	___________________	____________________
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:__________________________________
Washington business license:________________________________

Owner's Information

Name: ____

Title: ____

Percentage:__________ Address:_____________________________

City: _______________ State:_____________ Zip Code:__________

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 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

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

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.

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

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?

____

Payroll Set Up Questionnaire

Page three

Employee Information

Employee Name:____

Address:____

Phone:____

SSN:_____________________ Date Hired:__________________

Birthday:__________________

Routing + Transit:_______________________________________

Bank Account Number:__________________

Bank Name:____

Job Title:____

SSN:_____________________ Date Hired:__________________

Birthday:__________________

Routing + Transit:_______________________________________

Bank Account Number:__________________

Payroll Set Up Questionnaire

Page four

Employee Information

Employee Name:_______________________________________

Address:____

Phone:____

SSN:______________________ Date Hired:__________________

Birthday:___________________

Routing + Transit:_______________________________________

Bank Account Number:____________________

Bank Name:____

Job Title:____

SSN:______________________ Date Hired:__________________

Birthday:___________________

Routing + Transit:_______________________________________

Bank Account Number:____________________