

■ Business Solutions

ACCSOL

Phone: (956) 727-5121

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416 Shiloh Dr. Suite C5

Laredo, Texas 78045

You Take Care of Business, We'll Care for Your Business!!



Our staff includes:

- Accredited Tax Preparer (ATP)
- Bookkeeper
- Payroll Administrator
- Notary Publics
- Business and Personal Consulting

BUSINESS SOLUTIONS is a full service bookkeeping and consulting firm practicing in Laredo, Texas. We cater to a wide variety of clients ranging from individuals to medium-sized corporations.

We are associated with specialists in investments, and financial planning. We provide Tax services, including tax planning and tax return preparation, payroll management, quarterlies, financial reports and full charge bookkeeping.

BUSINESS SOLUTIONS is a member of *Texas Association of Financial and Tax Specialists*, *National Society of Accountants* and *Accreditation Council for Accountancy and Taxation, Inc.* and is an equal opportunity employer.



Member: Accountants World, National Society of Accountants, Texas Association of Financial & Tax Specialists

Payroll

Our Weekly/Bi-Weekly **PAYROLL** Fees *Include*:

- Data verification - (Social Security #'s, I-9's)
- Data entry
- Direct Deposit*
- Payroll processing
- Format personal check alignment
- Print to Portal checks**
- Print to Portal depository totals
- Print to Portal Check Register
- Store information in electronic File Cabinet
- E-pay 941 Each Pay Period
- E-Pay 940 Each Quarter
- E-Pay TWC Each Quarter
- E-file "New Hire Report" monthly
- E-file all 941s
- E-file 940
- E-file TWC Quarterlies
- Reconcile W-2 to Payroll Journals and TWC and 941's for W-2 processing
- Prepare W-2s
- E-file W-2 's/W-3
- Prepare 940's
- E-file 940's
- Prepare 1099's
- E-file 1099's/1096's
- Furnish and assist with the Preparation of W-4's, I-9's, and W-9's
- Prepare employee records to comply with IRS, Student Federal Loans, and Child Support Garnishments
- Prepare and answer government censuses
- Answer all IRS, TWC, and other entity correspondence
- Track employee Loans/Advances
- Track employee Reimbursements
- Track employee Deductions
- Insure proper reporting for SEPS, IRA's, MEDICAL INSURANCE, ETC.

Bookkeeping

Our Monthly **BOOKKEEPING** fee *includes*:

- Bookkeeping (Data entry)
- Compilation of Financial Statements
- Bank/Checking account reconciliation
- Journals
- Amortization Schedules
- Track notes Payable
- Accounts Receivable/payable
- Track vendors for 1099s
- Answer correspondence from all state and federal entities
- Deal directly with state and federal entities on your behalf
- Look for Abnormalities
- Track trends (Ups/Downs)
- Prepare Financials for Bank or Mortgage loans

4 hours of consults each month include:

- Answering routine business questions
- Assist with in-house record keeping procedures
- Reviewing financial statements and business trends
- Tax Planning/strategy
- Retirement Planning

24/7 FREE ACCESS TO ELECTRONIC PORTAL THAT LETS YOU SEE:

- Financials
- 1099's
- Tax Returns
- Plus many other features
- Record retention of important documents
- Historical retention of all data entered and all financials for 10 years
- Security Backup of all data

Visit our Website and Check out all the links, Financial Calculators, Tax information and much more.

www.accsol.org
irg@acsol.org

Don't hesitate to make an appointment and come see for yourself what we offer.

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Payroll Returns, Reports, & Documents

Quarterly 941 reports are annualized; i.e. each
Quarterly TWC reports are annualized; i.e. each
W-2/W-3E - Preparation is Annualized
1099/1096E Preparation is annualized
940 Annual Report
Process, Print, Store Checks, Reports
EFTPS & TWC Payments

Our Fees

PAYROLL

Our minimum monthly fee for 1-10 employees is \$90.00 a week / \$390.00 a month

This fee includes: (See Page 2 for complete List)

- Payroll processing
- Quarterly Reports (all e-filed & e-paid)
- W-2's, W-3's, 1099's & 1096's
- Print to Online Portal checks**/Print to Online Portal depository totals/Print to Online Portal Check Register. (24/7 free access to your own Portal)

Direct Deposit Available for an extra cost.

** Remote Check Printing has an additional fee of \$10.00 per month

BOOKKEEPING

Our minimum fee for monthly bookkeeping is \$115.00 a week / \$498.00 a month

PAYROLL & BOOKKEEPING

Our minimum fee for Bookkeeping & Payroll is \$150.00 a week / \$606.00 a month.

- Save \$ 244.00 a month by combining all your accounting tasks.
(Fee Includes 4 hours of consulting per month)

**These are minimum fees for both Bookkeeping and Payroll Service.
All our fees are based on number of employees & volume of work to be performed.**