

Krebs Advisory Group

Leading Small Businesses and Individuals to Success

2740 Airport Drive, Suite 170 - Columbus, Ohio 43219-2286 - Telephone (614) 532-4200 - Facsimile (614) 532-4900 - info@krebscpa.com

Client Name _____ **Client #:** _____

Frequency of Reporting Financial Statements

Monthly _____ **Quarterly** _____ **Annually** _____ **Upon Request** _____

Professional Services Required:

ACCOUNTING:	Y	N	N/A	PAYROLL:	Y	N	N/A
Bank reconciliation				Prepare payroll Form 941			
Code client checks				Prepare worker's compensation return			
Enter client source documents in our computer				Prepare withholding deposits			
Summarize sales activity				Prepare state withholding return			
Prepare adjusting journal entries				Prepare city withholding return			
Review financial statements internally generated				Prepare FUTA return & deposit			
Compile financial statements				Prepare OBES return			
Prepare and maintain depreciation schedules				Set up ID #'s with all taxing authorities			
				Review client prepared payroll taxes			
OTHER SERVICES:				Review client prepared W-2's			
Pick up and return all records				Prepare W-2's			
Regular tax planning meetings & phone calls							
Personal tax & financial planning for owner				TAXES:			
Software Training/Installation				Prepare federal income tax returns			
Buy/Sell Agreement				Prepare state &/or franchise tax returns			
Estate Planning/Wills/Trusts				Prepare city income tax returns			
Human Resources				Prepare personal property tax returns			
Incorporation				Prepare sales tax reports			
Dissolution				Prepare estimates			
Money Management				Prepare 1099's and 1096			
Business Valuation				Review client prepared 1099's and 1096			
Budgets and Forecasts				Review client prepared tax returns			
Personal Financial Statements				Prepare owner's individual returns			
Sec 105 Assistance							
Pension Plan Assistance							
Insurance Assistance							

List any other service you would like us to provide:

Accepted by: _____ Date: _____