



# SERVICES

ACCOUNTING / BOOKKEEPING SERVICES	SILVER	GOLD	PLATINUM
Bank information downloaded, classified, and reconciled (checking, savings, credit card(s), line(s) of credit) <ul style="list-style-type: none"> <li>Additional accounts can be added at \$7 per month per additional account</li> </ul>	Up to 3 accounts ✓	Up to 6 accounts ✓	Up to 10 accounts ✓
Financials reports provided monthly <ul style="list-style-type: none"> <li>Profit / Loss</li> <li>Balance Sheet</li> <li>General Ledger detail</li> </ul>	✓	✓	✓
Overall analysis of financial reports	✓	✓	✓
Check-in frequency	Twice a year	Quarterly	Monthly
Payroll Services	Available as a stand alone	✓ Up to 5 employees / contractors	✓ Unlimited employees / contractors
Sales Tax Services	Available as stand alone	✓	✓
Bookkeeping clean-up services to bring accounts up to date	Available as stand alone	Available as stand alone	✓
Additional reports as requested	Available as stand alone	Available as stand alone	✓
TAX SERVICES	SILVER	GOLD	PLATINUM
Annual income tax (Corporation, S Corporation, Partnership)	Discounted 10%	Discounted 25%	✓
Personal income tax (1040) for Corporate Shareholder / Partner	Discounted 10%	Discounted 25%	✓
Personal income tax (1040) for Sole Proprietor or SMLLC	Discounted 10%	Discounted 25%	✓
PROFIT FIRST SERVICES	SILVER	GOLD	PLATINUM
'Quick' Assessment	✓	✓	✓
Profit assessment		✓	✓
ECROP (Evaluation, Conversion and Roll Out Plan)		✓	✓
Implementation tool		✓	✓
Allocation tool		✓	✓
Cash flow assessment			✓
Revenue and expense analysis			✓
Budget forecasting			✓
Profit margin analysis			✓
Overhead allocation calculation			✓
Other analysis as discussed			✓
Check-in frequency		Quarterly	Monthly

## AVAILABLE AS STAND-ALONE SERVICES

### Accounting / Bookkeeping Services

- Bookkeeping clean-up services to bring accounts up to date
- QuickBooks accounting setup
- QuickBooks training and resources
- Payroll services
- Sales tax e-filing and payment

### Tax Services

- Annual income tax (Corporation, S Corporation, Partnership)
- Personal income tax (1040) for Corporate Shareholder / Partner
- Personal income tax (1040) for Sole Proprietor or SMLLC

### Profit First Services

- Quick Assessment
- Profit assessment
- ECROP (Evaluation Conversion and Roll Out Plan)
- Allocation tool

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## LANG ACCOUNTING SERVICES FAQ

### What does a 'check-in' entail?

We will meet remotely (via Zoom) for up to 45 minutes on the frequency specified for your package. We will go over any financial statement updates, discuss financial statements analysis, and other questions and concerns. Profit First service will include an additional 45 minutes (making it up to a 90-minute call) to discuss ECROP, allocation percentages, revenue / expense analysis, and other Profit First questions and concerns.

### What do 'Payroll Services' include?

Processing monthly / semi-monthly / every other week payroll for up to 5 (stand-alone, and Silver), or unlimited (Platinum) employees. This includes:

- calculating gross payroll, and processing net payroll to employees via direct deposit,
- federal and state taxes calculated and withheld,
- Social Security and Medicare tax calculated and withheld,
- All taxes submitted electronically on the IRS / Department of Revenue determined schedule,
- All quarterly and annual tax forms (941, AZ withholding, AZ unemployment, federal unemployment 940) filed and submitted to the required agencies,
- W-2s electronically filed, and mailed to employees by the deadline

### What do 'Sales Tax Services' include?

Calculating, and filing Transaction Privilege Tax / Sales Tax on a monthly or quarterly basis to the Arizona Department of Revenue. Making your payment electronically to the Arizona Department of Revenue.

### What is Profit First?

Visit [langaccountingservices.com](http://langaccountingservices.com) to find out about an amazing behavioral-based cash management system!



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