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## SELF-EMPLOYED BOOKKEEPING & TAX SERVICE AGREEMENT

This agreement is between RGA & Associates LLC DBA RGA Business Solution (RBS) and the client specified below. This letter confirms the terms of engagement and outlines the nature and extent of the services we will provide. The following describes the SELF-EMPLOYED BOOKKEEPING AND TAX SERVICE AGREEMENT you have subscribed.

### I) BOOKKEEPING SERVICES

- A) **Bookkeeping System and Entry** - We will provide you with **Quickbooks Online Essentials** bookkeeping system and all transactions be entered beginning \_\_\_\_\_, and will continue on A CALENDAR YEAR basis or until either party terminates the agreement. This includes checks, deposits, and other transactions affecting the company's checking, savings and credit accounts. We will perform bank reconciliation only to one business checking, savings and credit accounts. We will also enter adjusting journal entries as necessary, including depreciation. All of the above transactions will be entered from original documents and ledgers you provide. We will make no audit or other verification of the data you submit.
- B) **Preparation of Financial Report** - We will prepare a Balance Sheet, Profit and Loss Statement, Cash Flow Statement and Account Ledgers on a **semi-annual** basis. The financial report is for internal management only and does not attempt to reflect the Generally Accepted Accounting Principles (GAAP). We will make no audit or other verification of the data you submit. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft. Therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

### II) TAX PREPARATION SERVICES

- A) **Optimized Tax Preparation & Electronic Filing** – Your tax information and presented document will be optimally analyzed to achieve the maximum tax benefit for you and your tax family. This includes married filing optimization, standard and itemized deduction comparison, and your dependent's tax filing evaluation, among others. We will also file your return electronically or assist in filing a paper return when e-filing is not possible. Your withholding allowance will be reviewed and calculated to ensure accurate tax withholding. Your tax return will include the corresponding tax form (Schedule C, E, or F) of the self-employment business accompanying this agreement. Additional tax form schedules (C, E or F) will be charged at a discounted price.
- B) **Guidance on Quarterly Tax Deposits** – We will review and advice you of your estimated quarterly tax deposits. We will assist you to set-up your EFTPS account and electronic payments.
- C) **PDF Copy of your Tax Returns and Documents** – You will be provided with a paper copy of your return, but in addition, we will provide you with a PDF copy of your tax return and supporting tax documents through a verified email or Google Drive sharing portal for a limited time (for security purposes).
- D) **IRS/State Correspondence Assistance** – In the event that the IRS will send you a correspondence letter within three (3) years your tax return is filed, we will assist you in the evaluation of the IRS matter in question and prepare a response to answer the inquiry. We will provide this correspondence assistance up to three letters per year. This correspondence assistance excludes collection audits.
- E) **Personal and Business Tax Planning** – Your life and business situations changes, as well the tax law. We will be available to provide you guidance on these situational changes to meet your needs and maximize tax benefits. We will conduct a Business Review meeting in May and Business Planning meeting in October to align business goals and strategies to adapt to current business environment and tax law. Meetings will be scheduled at least two weeks in advance to ensure availability.
- F) **Year-long Notarial Services (Except Mortgage)** – You may be needing notarial services and we will provide notary services upon your request in our office upon your appointment.

III) **CONFIDENTIALITY** - All client information received is treated securely and confidentiality. Records that may be taken off Client premises are handled securely, until returned to the Client. Records are always in the filing cabinet, unless they are currently being worked on by RBS. All electronic records are on a secure computer system with a password and with firewall protection.

### IV) CLIENT RESPONSIBILITIES AND AGREEMENTS



- A) To furnish true, complete and timely information necessary for RBS to perform its services, including online banking account access for bookkeeping purposes. These items include all the input such as check registers, bank statements, customer account information, customer invoices, sales ledgers and receipts, sales tax account information, vendor information, purchase orders and vendor invoices, federal tax ID number, payroll information, employee data, unemployment account information, and any other information that we may require to complete the work of this engagement. These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.
- B) We assume no managerial capacity for you through this engagement. For example, we do not act as your director, financial officer, or controller and we incur no responsibility or liability for managerial decisions.
- C) The client shall INDEMNIFY, defend, and save RGA Business Solution harmless from any and all suits, costs, damages or proceedings, including but not limited to the bookkeeping services, pertaining to any and all litigation in which the client is a party.

**V) SERVICES OUTSIDE THE SCOPE OF THIS AGREEMENT**

- A) You may request that we perform additional services at a future date not contemplated by this agreement. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

**VI) BUSINESS INFORMATION**

Business Name: \_\_\_\_\_ EIN (If any): \_\_\_\_\_

Products / Services Provided: \_\_\_\_\_

Date Started: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

**VII) FEES**

The **Self-Employed Bookkeeping and Tax Preparation Service** is a calendar-month (January to December) commitment for a total of **\$1,800**. An initial fee of \$\_\_\_\_\_ is required upon signing. The monthly payment of \$\_\_\_\_\_ will begin on \_\_\_\_\_, and on every \_\_\_\_\_ day of the month thereafter. Full payment can be paid anytime or upon cancellation.

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. This AGREEMENT may be cancelled by either party by giving a 30-day written notice of intent to cancel to the other party at the address stated above. It is understood that any unpaid services that are outstanding at the date of termination are to be paid in full within 10 days of the termination.

I authorized RGA Business Solution to bill the initial amount of \$\_\_\_\_\_ and the \$\_\_\_\_\_ monthly recurring fee every \_\_\_\_\_ of the month starting on \_\_\_\_\_ for \_\_\_\_\_ months to be charged to the account listed below:

Name on Card: \_\_\_\_\_ Address/ZIP: \_\_\_\_\_

Visa | MC | Amex | Discover: # \_\_\_\_\_ Exp: \_\_\_\_\_ CVC: \_\_\_\_\_

**Acceptance and Approved by:**

For Client:  
\_\_\_\_\_  
Signature

For RBS:  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

Richard Aragon, President, RGA & Associates LLC  
\_\_\_\_\_  
Name/Title