

## FINANCE POLICY

Today in the world of rising costs, we are trying to keep our fee increases to a minimum by updating our finance policies. The following will assist in reducing our overhead, thus passing the savings along to our clients. We operate on the policy of fair exchange.

### ALL TAX CLIENTS

1. All tax clients who pick up their completed tax returns are required to pay at that time. We accept MasterCard, Visa and Discover.
2. Billed statements are expected within 10 days.
3. Organize your records by use of our organizer
4. Give us complete and accurate records.

NOTE: Any time spent organizing records or calling for incomplete data will be billed on an hourly rate over and above your regular fee. Help us save you money by giving us complete, organized records.

### BUSINESS CLIENTS

1. All clients receiving **monthly write-up services** should have information in by the **10th** of every month.
2. All quarterly payroll clients must have work in by **April 10th, July 10th, October 10th, and January 10th.**
3. Information must be in an **organized fashion.**
4. Information must be **complete** and include the data on your personalized checklist.
  - a. Check stubs with completed information including date, payee, amount and a short description.
  - b. Bank statements for the period.
  - c. Deposits must be clearly marked detailing the income, loans and/or owner contributions.
  - d. Payroll records and applicable payroll returns (941, State W/H, etc).
  - e. Sales reports and applicable sales/use tax returns.
  - f. Documents for any unusual transactions (new loans, equipment purchases, etc.)
5. We accept Visa, MasterCard, Discover, checks and cash.

NOTE: Any time spent organizing records or calling for incomplete data will be billed on an hourly rate over and above your regular fee. Help us save you money by giving us complete and organized records

### Progress Billing

You will be billed monthly as work progresses. When payment is received, we will continue work.

### Retainer Clients

Retainer Amount \_\_\_\_\_

With many of our new clients, we cannot judge length of time to give an estimate of cost due to the complex nature of the work. In that case, we ask for a retainer fee which we bill against. We will let you know when the retainer amount falls to \$200 and ask for an additional amount to resume work.

FINANCE POLICY continued

6. We may require credit card authorization for any business account.
7. If the balance due on your account exceeds 30 days we will discontinue work until the balance is paid in full.
8. We may ask for credit card information for future payments on your account.

\_\_\_\_\_

Date

\_\_\_\_\_

Company/Business Name

\_\_\_\_\_

Signature