

YE | Year End Services

12/29/2023 12:56 pm EST

Scope of services will vary by each Client Engagement. The service descriptions below are intended to be used as a guide and are not to be construed as an extension of a contract or agreement.

YEAC | YE Account Reconciliation

Service Tier	Frequency	Estimated Delivery	Additional Software
Essentials	Annually	February	N/A

Service Description: At year-end, we conduct a thorough audit of the entire year's financial records. Our process includes a detailed examination of the Balance Sheet and Profit & Loss statements, scrutinizing each line meticulously for precision and reliability. This comprehensive year-end review guarantees a detailed and accurate overview of your financial status for the entire year. Furthermore, we ensure all year-end recordings, such as 2% shareholder benefits, vehicle mileage, and similar items, are accurately recorded and accounted for in your financial records."

Client Responsibilities: To ensure that we have timely access to the necessary records, reports, documents, accounts, etc. to be able to complete the year-end audit.

YETX | YE 1099 Processing

Service Tier	Frequency	Estimated Delivery	Additional Software
Optional	Annually	15th	N/A

Service Description: At the close of each year, we'll conduct a review to identify vendors that may require a 1099 form and identify any vendor missing the required W-9 form. Once we have all the required W-9s, we'll prepare, file, and submit the 1099 forms on behalf of your business.

Client Responsibilities: Elect for year-end 1099 services. Provide requested W-9 from vendors.
