



Peters Tax Service

Description of Services and Billing Guide



Disclaimer

- This is a General Pricing Guide designed to give clients, based on their general tax situation, an idea of how much it will cost them to have their returns filed. Actual charges will be discussed and confirmed during individual consultations.



Individual and Family Federal Tax Returns

Filing Single – No Dependents

Filing Single or HOH – With Dependents

- Billing Type: **HOURLY**
- Billing Rate: **\$75/hour**
- This is a **BASE RATE**. Additional Fees may be assessed if additional forms and schedules must be filed with the return.



- Billing Type: **HOURLY**
- Billing Rate: **\$85/hour**
- This is a **BASE RATE**. Additional Fees may be assessed if additional forms and schedules must be filed with the return.

Married Filing Jointly

- Billing Type: Hourly
- Billing Rate: \$85/hour
- This is a **BASE RATE**. Additional Fees may be assessed if additional forms and schedules must be filed with the return.



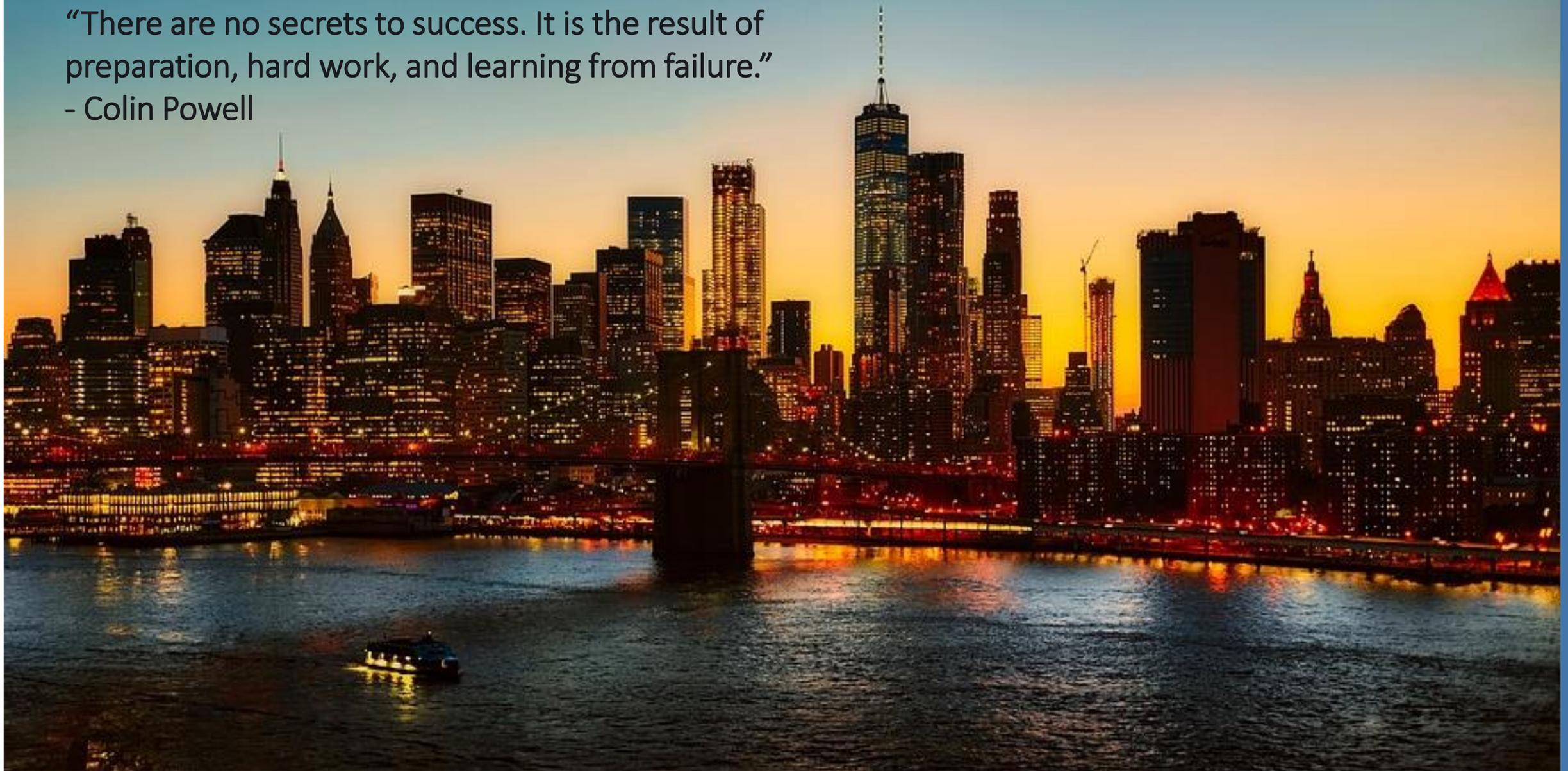
Married Filing Separately

- Billing Type: Hourly
- Billing Rate: \$75-85/hour
- Married Filing Separately will be billed as a Single or HOH filer and charged according to the presence of Dependents. If our firm files for both spouses separately, both returns will be invoiced separately.
- This is a **BASE RATE**. Additional Fees may be assessed if additional forms and schedules must be filed with the return.



Small Business Services

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.”
- Colin Powell



Business Tax Returns



Business Categories Serviced:

- Sole Proprietorships (Single Member LLC)
- Partnerships (Multi-Member LLC)
- S - Corps
- Small C - Corps

Billing Rate:

- Standard Billing Rate for Business Tax Returns (Or Sections of Personal Returns that pertain to Business Income or Loss) - \$120/hour
- Additional fees or an alternate hourly rate may be assessed on a case to case basis, depending on the needs of the client

Business Formation and Operation Services

Business Formation Services

- County/City Business License Application
- State Trade Name Registration
- Federal EIN Application
- Articles of Incorporation (if applicable)
- LLC Registration
- Etc.

Business Operation Services

- Quarterly Estimated Tax Filings
- Inventory Tracking
- Payroll
- Invoicing and Collections (Payables and Receivables)
- Recordkeeping
- W-2 and 1099 issuance

All billing for the above mentioned services will be discussed during consultation and will be dependent on the business's volume, number of employees, and industry

Additional Services Offered



Audit Support and Defense

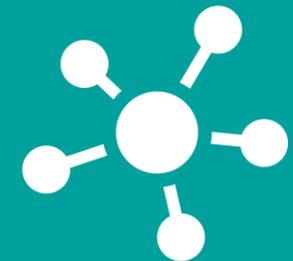
- Full representation, including document preparation and direct advocacy for YOU in negotiations with the IRS

Tax Planning Throughout the Year to Optimize Your Returns and Minimize Your Obligations



Licensed Individual Tax Payer Identification Number (ITIN) Issuer

A Friendly, Local Business to Partner With!



State Tax Returns and Additional Services Cont.

- State Tax Returns are offered with all Federal filings, and are billed at the same hourly rate as your Federal return
- All 50 states are eligible, however, we do not offer provincial filings



Additional Fees

- Filing Fee – Assessed at Filing
- Physical Materials Fee – 3.5%
- Mailing Fee – 2.5%

- All percentage fees are based off of the invoice subtotal



Contact Us

Email – Peterstaxservice@outlook.com

Phone – (540)510-5624

Mail – PO Box 201 Christiansburg, VA 24068

Website – www.peterstaxservice.com

Mission Statement

Here at Peters Tax Service, we want to see you, your family, and your business grow. Our clients pour into our communities, so we want to pour into them. Whether its just tax season or year round, we want to invest in our clients in whatever way we can. So accept that new job, start that business, pursue your passions, and know that we at Peters Tax Service are right behind you, to support you and cheer you on!