



KEITH P CLARK CPA PC

Personal Tax Return Preparation and Advising Solutions

Individual Tax Returns (Form 1040) - Our Basic Individual Tax Comprehensive Services Package includes...

- Individual federal and state (first state included) income tax preparation and e-filing for a simple single or married tax situation including dependents, claiming the standard deduction (excluding itemized returns, businesses, rentals, stock sales, etc.)
- Individual tax return preparation includes preparation by one of our experienced staff members followed by two separate reviews that ensure accuracy and optimizing return for the best possible outcome including a final review by Keith Clark CPA.
- Includes entry of up to 10 tax forms total such as W-2, W-2G, 1099-R, 1099-INT, 1099-SSA, 1099-DIV, 1099-SA, 1099-G, simple k-1's, child-care credit, dependent credits, education credits, etc.
- There may be an additional charge for entering more than 10 total forms...we will make a fair determination of the fee in these cases based on our current CPA hourly rate.
- Access to Keith Clark CPA to review tax notices or for tax related simple questions as they arise (within reason) and post-tax season tax advice (within reason).

For Individual Tax Returns (Form 1040) - Our Basic Individual Tax Comprehensive Services Package starts at \$600 **additional fees will apply for more complex tax situations...please see below**

Depending on the complexity of your tax return, if any of the items listed below apply to your tax situation, the following fees will be added to the Basic Individual Tax Comprehensive Services Package fee of \$600.

Itemized Tax Returns Filing on Schedule A

- Adds \$100 - Completing Schedule A when appropriate, includes Form 1098(s), cash & non-cash donations, deductible taxes, medical expenses, gambling losses, etc.
- Adds \$100 - Loan Limitation Worksheet (Mortgage Principal Balance > \$750,000) (per worksheet)

Businesses Filed on Schedule C or Schedule F (Single-Member LLC's, Sole Proprietors, etc.)

The pricing below assumes your business accounting records are properly organized for your tax return. Accounting/bookkeeping work needed to re-work or re-organize business records for tax return preparation will be charged as a separate fee if applicable.

- Add \$100 - Very simple businesses (no expenses) with income coming from 1099-NEC or 1099-MISC or other sources of income (Schedule C or F form)
- Add \$250 - Business Filing – simple small business with minimal expenses and/or home office and mileage/auto expenses (Schedule C or F form)
- Add \$450 - Business Filing – more complex with multiple expenses - up to \$250K gross revenues (\$399 per Schedule C or F form)



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- Business income with >\$250 gross revenues (additional fee to be determined)
- Add \$25 - Asset Depreciation (per asset)
- Accounting / bookkeeping work to re-organize business records for tax return preparation will be charged as a separate fee (if applicable, additional fee to be determined)

Rental Properties Filed on Schedule E

The pricing below assumes your business accounting reports are properly organized for your tax return. Accounting/bookkeeping work needed to re-organize business records for tax return preparation will be charged as a separate fee if applicable.

- Add \$200 - Typical rental property reporting (per rental property)
- Add \$25 - Asset Depreciation (per asset)
- Add \$200 - Set up new rental depreciation, etc. (per property)
- Add \$300 - Sale or conversion of a rental property (per property)

Stock, Crypto and Business Property Sales

Please keep in mind that we will report the total amount of cost basis reported (covered) stock sales in Schedule D as opposed to reporting each individual transaction in most cases.

- Add \$25 – per stock/crypto transaction to be reported on Form 8949
- Add \$100 – Schedule D
- Add \$100 - Form 4797 or 8949 for sale of business property (per sale/form)

Individual Tax Checkups

We offer an add-on package for clients who are having trouble getting their W-2 withholdings dialed in and/or overall estimated taxes paid. A tax shortfall may be the result of inaccurate withholding for W-2 wages, retirement distributions, stock sales or capital gains, etc. As a result, some taxpayers end up with unexpected large amounts of tax liability come tax time when it's too late to make changes, which often leads to underpayment penalties assessed by the IRS or state taxing authority and general aggravation.

Our Individual Tax Checkup service will help to estimate the amount of tax shortfall at multiple points during the year and to make recommendations to get everything on track tax wise and keep it that way to avoid a frustrating surprise when you have your tax return prepared.

Our Individual Tax Checkup service includes...running two tax estimating scenarios per year starting around mid-year (June / July), and again late in the year (Nov / Dec). We use your current paystub at the time of the estimate along with any significant capital gains, retirement distributions, or anything else that will have a material effect on the tax bottom line.

We are only able to offer this service for our current tax clients as we require the past year's tax return in our system to be as accurate as possible with our estimates.

The cost of the Individual Tax Checkup service is only \$500 per year, and we can include the cost of this package in your tax return invoice.



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Not all tax situations are created alike, therefore, the pricing listed above is an effort to simplify our pricing structure into an easy to understand and predictable final invoice for the purpose of transparency and to avoid surprises.

There may be other less common forms needed for your individual tax situation not listed above, so there may be additional charges to cover our time to prepare these forms. We will use our fair judgement in determining the fees to be added to our final invoice.

Below is a listing of more common tax forms/situations and the corresponding additional fee to our basic services package...

- Add \$100 - Additional States (per state)
- Add \$150 - Sale of Primary Residence (per home sale)
- Add \$100 - Next Year Federal & State Estimated Tax with Payment Vouchers (total cost)
- Add \$100 - Extension Filing
- Add \$100 - EV Credit Form (per form)
- Add \$50 - Residential Energy Credit (Per form)
- Add \$100 - Earned Income Credit (EIC)
- Add \$100 - Schedule H (Household Employee/Nanny)
- Add \$250 - Farm Rental (Form 4835) (per form)
- Add \$300 - Like-Kind Exchange (1031 Exchange) (Form 8824) (per form)
- Add \$250 - Dependent Simple Tax Return (per return)
- Starts at \$500 - Form 1040X - Amended Tax Return (starting price)
- Starts at \$50 – Form k-1 (per form) (final fee varies by complexity of k-1 received)
- New client setup when applicable (fee for reviewing prior year return to enter carryforwards, prior year depreciation, other setup items) (additional fee to be determined)
- CPA Hourly Rate (\$275/hr.) – covers time spent working on any tax return forms not listed.

Please let us know if you have any questions regarding our individual tax preparation services. We would be happy to expand on the above packages and explain our pricing and processes in more detail. Please email or message us to get more information. Thank you for your interest in our services!