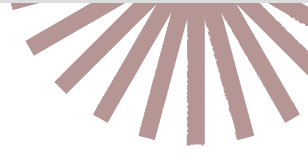




Additional Services



Payroll

- calculate wages and withholdings
- process payroll taxes payments and quarterly returns
- prepare & file Forms W-2 and W-3

Tax Preparation

- prepare and file State sales tax returns
- prepare and file Federal and State income tax returns for businesses and individuals
- tax guidance throughout the year

Training & Education

Topics include:

- accounting software
- financial reporting
- business registrations and compliance
- forecasting
- financial analysis