



Fee Schedule – Payroll and Bookkeeping

The preparation fees below are typical for most clients. Actual fees may vary. Each client's situation is different and may require more or less time to complete the task.

Payroll – Fee Schedule

- First Year Set Up Fee \$125
- Quarterly Payroll Reports \$195
 - The completion of federal form 941 and Oregon form OQ with numbers provided by the client
- Year End Reports \$210 plus \$5 per W-2
 - The completion of federal form 940, Form W-3 and W-2's, and Oregon Form WR with numbers provided by the client
 - Electronic filing of W-2's to Oregon
 - (This annual fee is in addition to the quarterly fee of \$195)
- Additional services billed at \$195 per hour (quarter hour increments)
 - Additional services could include the calculation of net paychecks, auto reimbursements, retirement plans, or SE Health insurance.

Alternate monthly payroll calculations billed at \$55 per pay period plus \$95 for quarterly reports (based on 2 employees). Additional employees \$5 extra each.

Annual billing option available.

Bookkeeping/Accounting – Fee Schedule

- First Year Set Up Fee \$125
- Bookkeeping Billed at \$95 per hour
- Accounting Billed at \$195 per hour

Our expertise in the continually changing field of tax law enables us to effectively provide professional tax services and represent taxpayers audited by the IRS.