

BBC

Bookkeeping & Taxes, LLC

* ACCOUNTING
* PAYROLL
* COLLECTIONS
* TAXES
* NOTARY

**Becky Akker A.A.S./R.T.R.P.**

**ACCOUNTING**

* **Need bills paid on time?**

**That’s our specialty**

* **Receivables growing?**

**We can help**

* **Bank Reconciliation**
* **Prepare reports for tax preparation at year end**
* **Financial Statements;**

**Profit & Loss, Balance sheet & miscellaneous reports monthly, quarterly and yearly**





TAXES

* **Personal 1040 plus state tax returns**
* **Business Taxes:**
  + **Sole Proprietor**
  + **Partnership**
  + **LLC**
  + **S-Corporation**
* **1099 and 1096 forms at year end**
* **RTRP IRS Certified**

**PAYROLL**

* **Weekly, Bi-weekly, or monthly payroll checks**
* **Monthly, Quarterly, year end and payroll taxes prepared**
* **Forms W-3 and all W-2’s at year end**



**PROFESSIONAL COLLECTION SERVICES**

**for Bookkeeping Clients**

* **Internet skip tracing**
* **Begin collections within 24 hours of receiving your records**
* **98% collection rate if turned over to us at 30-45 days past due**
* **FDC PA – Fair Debt Collection Practices Act Compliant**
* **FCRA – Fair Credit Reporting Act Compliant**
* **HIPAA and Privacy Compliant**

**520 Coeur d’Alene AvenueC:\Users\Lou\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\P7LI98ZT\MC900303613[1].wmf**

**Coeur d’Alene, ID 83814**

**PO Box 3185, Coeur d’Alene, Id 83816**

**Call 208-659-2813 for appointment**

Notary

$2 per document

notarized

