

ACCOUNTING  
Taxes  
personal  
Financial  
statements  
Small Business  
Bookkeeping  
Payroll



**PALLAS**  
**ASSOCIATES, INC.**  
*Accounting and Tax Consultants*



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**WE CAN MAKE YOUR LIFE  
A LITTLE LESS TAXING**

Pallas Associates, Inc. is an accounting and tax consulting firm providing tax planning, Income Tax preparation and accounting services for individuals and small business owners. In addition, we specialize in Tax Resolution for taxpayers who have outstanding IRS issues such as back taxes, liens, audits, etc.

For **Individuals**, our experienced personnel provide

- Individualized professional income tax preparation.
- Tax Planning services designed to help you reach your goals and make your life a little less taxing
- Financial Planning Services designed to help you achieve your financial goals.
- **FREE** Secure, encrypted Website with a private client portal for safe transmission and storage of your documents.

- Small Business Services utilize Quickbooks computer software on line and accessible from your office.
- Bookkeeping includes recording of invoices and receipts and reconciliation of checking accounts

### For **Small Business Owners**

Our services are deigned to fit your needs and your budget

#### Our **BASIC** Package includes

- ✓ Quarterly Bookkeeping
- ✓ Quarterly Financial Reports
- ✓ Preparation of the Business Tax Return
- ✓ Preparation of the Personal Tax Return
- ✓ Limited Phone & Email Support

#### Our **PROFESSIONAL** Package includes

- ✓ Monthly Bookkeeping
- ✓ Monthly Financial Reports
- ✓ Preparation of the Business Tax Return
- ✓ Preparation of the Personal Tax Return
- ✓ Unlimited Phone & Email support
- ✓ Audit Support
- ✓ FREE Tax Planning Service

### Our **Premium** Package includes

- ✓ Daily Bookkeeping
- ✓ Monthly Financial Reports
- ✓ Preparation of the Business Tax Return
- ✓ Preparation of the Personal Tax Return
- ✓ Unlimited Phone & email support
- ✓ FREE Tax Planning Services
- ✓ Estimated tax Payment Projections and filing
- ✓ Annual Corporate Renewal Filings (State Fees apply), if required

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#### **Additional Services** include

- Payroll Processing
  - Filing Tax Reports
  - Year End W2/1099
- Sales Tax Reporting
- Corporation Setup

\* Monthly Fees may vary depending on the volume of transactions per period