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## FEE POLICY– 2018

(Effective July 1, 2018)

Thank you for inquiring about our fee schedule. We believe a clear understanding of our fee structure is essential to a long-lasting relationship.

Our fee for any specific project (engagement) is determined by a combination of

- 1) The knowledge and experience of the person providing the services,
- 2) The complexity of the task, and
- 3) The amount of time required to complete the engagement.

We provide the following professional services at the **hourly** rates shown:

	<u>CPA</u>	<u>Staff</u>
Financial Statements, Tax planning, Preparation or Representation for individuals, businesses, trusts or estates	\$200	\$110
Accounting, Business management, Technology consultation and Payroll processing	\$200	\$110
Quickbooks Training	\$100	\$100
Travel Time (outside of Silverton)	\$ 40	\$ 40

We do offer flat monthly rates on accounting and payroll services. If interested, please inquire.

### OTHER CHARGES

Minimum fee for individual & fiduciary tax returns	\$300.00
Minimum fee for business tax returns	\$500.00
Minimum Charge	1/10 hour
Tax Technology Fee (computers, software & electronic processing)	\$80 for individuals \$130 all other entities
Additional fee for each additional state return	\$29
Special Pricing:	
Amortization Schedules	\$50.00 per schedule
Blank Tax Forms	\$0.50 per page
Postage & Handling – (for mailing tax return papers)	\$20.00
NSF Charge for any returned check	\$30.00
Additional Copy of Tax Return (paper or electronic)	\$15.00

If you have further questions we will be happy to discuss our fee structures with you