



## ETJ Accounting & Payroll Services, LLC

I welcome the opportunity to solve your bookkeeping and payroll needs. It's my goal to provide you with solutions that free you up to achieve your dreams. I help small business owners, churches, and non-profits succeed by providing services and training so that Owners & Managers have timely, relevant and reliable financial information.

The information below outlines in detail the service levels for both bookkeeping and payroll. **In general, whatever level of services YOU need, I am able to flexibly adapt to.**

- Do It Yourself: I set up, train, review, answer questions, and solve problems.
- Assisted: In addition to DIY services, I save you money by transferring the higher cost accountant fees to a lower bookkeeper rate.
- Full Service: I save you time and money by performing the day to day activities for you as well as transfer the accountant activities to me.

## Bookkeeping Service Levels

### Level 1 (Do It Yourself)

- You select your software of choice. (I assist with your decision making at your request).
- I set up and customize a bookkeeping system to fit your needs.
- I train you how to use the system accurately and efficiently.
- You perform day to day activities such as sales and purchases transactions.
- You reconcile your bank and credit card statements.
- You maintain your customer, vendor, and products and services records.
- I review your files each month and provide you with tips and corrections.
- You make the corrections and review the tips.
- I answer and solve your bookkeeping questions and problems.
- Your accountant accounts for your company's other transactions such as fixed assets, depreciation, and loans.
- Your accountant makes your monthly and year end accounting adjustments.
- Your accountant provides your financial statements and reports.



### Level 2 (Assisted)

- You select your software of choice. (I assist with your decision making at your request).
- I set up and customize a bookkeeping system to fit your needs.
- I train you how to use the system accurately and efficiently.
- You perform day to day activities such as sales and purchases transactions.
- You reconcile your bank and credit card statements.
- You maintain your customer, vendor, and products and services records.
- I review your files each month and provide you with tips and corrections.
- You make the corrections and review the tips.
- I answer and solve your bookkeeping questions and problems.
- I account for your company's other transactions such as fixed assets, depreciation, and loans.
- I make your monthly and year end accounting adjustments.
- I provide your financial statements and reports.
- I help you make better business decisions.

### Level 3 (Full Service)

- You select your software of choice. (I assist with your decision making at your request).
- I set up and customize a bookkeeping system to fit your needs.
- I perform day to day activities such as sales and purchases transactions.
- I reconcile your bank and credit card statements.
- I maintain your customer, vendor, and products and services records.
- I account for your company's other transactions such as fixed assets, depreciation, and loans.
- I make your monthly and year end accounting adjustments.
- I provide your financial statements and reports.
- I help you make better business decisions.



## Payroll Services

### Level 1 (Do It Yourself)

- You select the software of your choice. (I assist with this decision at your request)
- I set up your company's payroll data file.
- I train you to use the payroll system accurately and efficiently.
- You prepare employee pay checks (check or direct deposit).
- You maintain your employee records.
- I review your company payroll data file each month and point out any errors and omissions and offer corrections and tips.
- You make the corrections and review the tips.
- I answer your payroll questions and problems.
- Your accountant prepares and files your federal, state, and local tax forms.
- Your accountant prepares and files your employee year end W-2s.
- Your accountant prepares and files your 1099's.

### Level 2 (Assisted)

- You select the software of your choice. (I assist with this decision at your request)
- I set up your company's payroll data file.
- I train you to use the payroll system accurately and efficiently.
- You prepare employee pay checks (check or direct deposit).
- You maintain your employee records.
- I review your company payroll data file each month and point out any errors and omissions and offer corrections and tips.
- You make the corrections and review the tips.
- I prepare and file your federal, state, and local tax forms.
- I prepare and file your employee year end W-2s.
- I prepare and file your 1099's.
- I answer your payroll questions and problems.



### Level 3 (Full Service)

- You select the software of your choice. (I assist with this decision at your request)
- I set up your company's payroll data file.
- I prepare employee pay checks (check or direct deposit).
- I maintain your employee records.
- I prepare and file your federal, state, and local tax forms.
- I prepare and file your employee year end W-2s.
- I prepare and file your 1099's.
- I answer your payroll questions and problems.

### Rates

**As an independent service provider, I have the ability to design services to meet most budgets.** I'm able and willing to meet with you to discuss your needs and design a proposal to meet those needs with your budget in mind.

I look forward to the opportunity to serve you.

Sincerely,

Debbie Giroux, Owner

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