

Paper Pusher Bookkeeping

Menu of Services

Accounting and Payroll

- Small to Medium businesses
 - Prepare a plethora of timely reports vital to a business's success (Profit and Loss, Balance Sheet, Cash Flows, etc.)
- Monthly, Quarterly, or Yearly Accounting
 - Current Books or Catch-Up Bookkeeping
 - Includes bank reconciliation and CRS reports (with or without payment)
- Full payroll services, including payroll taxes
 - Payments and tax reports
 - Setup, New Hires, and W2's → No Extra Charge!
- QuickBooks help
 - Training → We know QuickBooks!
- Loan Package Preparation
 - Need a loan? We can help you produce all the reports that need to be submitted!

Tax Preparation, Consultation and IRS Help

- Enrolled Agents are the only tax preparers licensed directly by the IRS and PPB's resident E.A. provides expert insight on all tax issues or questions
 - E.A.'s are licensed in all states
- Business Tax Preparation (C-Corp, S-Corp, Sole Proprietorship, Partnership)
- Individual Tax Preparation
 - All Tax Prep includes year-round advice
- Amendments
- Extensions
- Consultation services and tax planning in preparing your business and individuals for next year's taxes

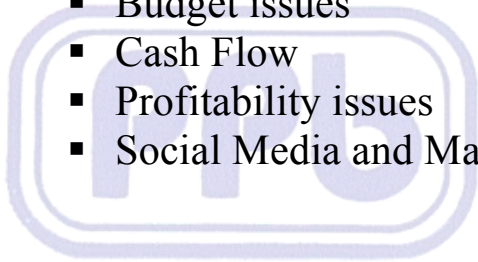
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- Enrolled Agent expertise for IRS assistance, from inquiries to audits.
- Got a letter from the IRS or state agency? We can represent you so you don't have to talk to them directly!
 - One ½ hour's appointment with our E.A. will save you money and a headache! The fee will pay for itself!

Small Business Consulting

- Start-Up Help
 - Loan Packet Preparation
 - Cash Flow Projections
- Existing business consultation, including:
 - Budget issues
 - Cash Flow
 - Profitability issues
 - Social Media and Marketing



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