

TAX SERVICES

ANNUAL

Individual: 1040 + State(s)
 Child(ren)'s Individual: 1040 + State(s)
 Fiduciary: 1041 or 5227 + State(s)
 Partnership: 1065 + States(s)
 S-Corp: 1120S + States(s)
 Corporation: 1120 + States(s)
 Non-Profit: 990(-PF,-N) + States(s)
 Self-Funded Retirement: 5500

STATE(S) _____

QTRLY

Calculate quarterly estimates for federal & state(s)
 Pass-thru entities: Calculate quarterly estimates
 Email reminders for paying quarterly estimates delivered with completed tax return.

FINANCIAL STATEMENTS

Compilation
 Review
 with Footnotes
 Bookkeeping needed prior to FStmts

Comparative Reports

M / Q / A vs. Prior Period
 M / Q / A by class vs. Prior Period

FREQUENCY NEEDED

Monthly
 Quarterly
 Annual

BUSINESS FILINGS

ANNUAL

County Property Rendition(s)
 Oklahoma LLC Filing with OK SOS
 Federal 1096 + 1099-NEC(s)
 Federal 1096 + 1099-MISC(s)

MONTH

OTC Sales Tax Report
 OTC Use Tax Report
 OTC Waste Tire Tax Report

PAYROLL FILINGS

ANNUAL

Federal 940
 SSA: W-3 + W-2(s)

QUARTERLY

Federal 941
 OTC Withholding WTH10003
 OK Employment Security Commission: OES-3
 Texas Comptroller Withholding Report

MONTHLY

Federal Withholding Deposits
 OTC Withholding WTH10001

BOOKKEEPING SERVICES

TYPE OF CURRENT SOFTWARE: _____ **YEAR / VERSION** _____

None, spreadsheet
 QuickBooks: Online Desktop _____

 No current method of keeping books

FREQUENCY NEEDED

Annually Quarterly
 Monthly Weekly

DEGREE OF COMPLEXITY

Unique: we have a bookkeeper but need you to review books occasionally
 Simple: reconcile a few bank statements, credit card statements
 Moderate: 5+ statements to reconcile
 Complex 5+ statements to enter individual transactions and reconcile, detailed reports to be provided to client

LOCATION OF SERVICES

At client office, in person At client office, via remote connection
 At Milam & Associates, keep QuickBooks file at M&A
 Client will provide backup of QuickBooks file(s) and will not update personal file at client's location until Milam & Associates has returned an updated backup [not recommended if you update your file weekly]
 Client will provide backup of QuickBooks file(s) and will continue to use file at client's location; Milam & Associates to provide AJEs [annual bkpk only]

AJES

Provide AJEs and schedule appointment to enter AJEs under guidance of tax preparer
 Schedule appointment for AJEs to be entered by preparer **AFTER TAX SEASON** (via remote connection or sending backup to M&A to update and return a backup within 24 hours)

Provide AJEs for client to enter

ONE-TIME ONLY OR INFREQUENT SERVICES

TAX

Estate Tax Return (Form 706)
 Gift Tax Return (Form 709)
 S-Corp Election
 OK PTE Election
 Non Profit: Provide year end contribution letters to donors
 Oklahoma LLC Reinstatement with OK SOS
 Set up electronic payments for payroll amounts due

NEW BUSINESS

New business filings
 QuickBooks setup for new business

 Provide bill payment/check deposit services

PLANNING

Estate Planning
 Tax Planning
 Financial Planning
 Review my prior year return

GENERAL TAB: IND	Custom Tab: IND	Client Type	BUSINESS	DATE
Address/Phone Tab: IND	Assignments: Client Group	Return Group		
Administrative Tab: IND		Fin Rep Grp	<input type="checkbox"/>	if no, list primary here: Primary Client?

Biz Name	Biz EIN
Biz YE	Date Biz Formed
Biz Type	# K-1 Recipients
	Biz Industry

BUSINESS

Primary Contact (Tax Signer) Preferred contact method B1

Primary Contact Name	Primary Title	<input type="checkbox"/>	Ph1_B1	Ph1_B1_TYPE
Email	<input type="checkbox"/> Portal Admin_B1	<input type="checkbox"/>	Ph2_B1	Ph2_B1_TYPE

Secondary Contact Preferred contact method B2

Secondary is main contact

Contact B2	Title B2	<input type="checkbox"/>	Ph1_B2	Ph1_B2_TYPE
Email	<input type="checkbox"/> Portal Admin_B2	<input type="checkbox"/>	Ph2_B2	Ph2_B2_TYPE

Additional Contact Preferred contact method B3

Additional is main contact

Contact B3	Title B3	<input type="checkbox"/>	Ph1_B3	Ph1_B3_TYPE
Email	<input type="checkbox"/> Portal Admin_B3	<input type="checkbox"/>	Ph2_B3	Ph2_B3_TYPE

Address(es)

Business Addy

CITY ST Zip_B

Mailing Addy

CITY ST Zip_M

Tax Filing Addy

CITY ST Zip_T

QUICK QUESTIONS

How do you prefer to receive your finalized returns? FinalFormat

Did someone refer you? We appreciate knowing when we should thank our mutual acquaintance! Referral information

We will prepare a consent to disclose if you need your tax information shared to a third party. This may include your banker, your adult child or your parent if you are over the age of 18. You can revoke this consent at any time.

Third Party Name	Reason for disclosure	Duration of consent
Email or address of third party		

Check box if K-1 recipients' or shareholder's individual returns will be prepared by Milam & Associates

Do you have other entities/family with returns prepared by Milam & Associates? Please indicate all related clients:

Check box if you prefer individual returns related to this business be billed under this entity

Check box if you prefer all other business/trust returns in this group to be billed under this entity