



**TAX
SERVICE**

I, _____ hereby authorize Pacific Northwest Tax Service to perform the following bookkeeping/accounting services for the business named _____:

1. Perform data entry and bank reconciliations for bank account/credit card transactions for the following specified accounts:

| | |
|-------------------------------------------------------------|--------------------------------------------------------|
| Bank name: _____ | Account #: _____ |
| Login: _____ | Password: _____ |
| This a checking/debit card account <input type="checkbox"/> | This is a credit card account <input type="checkbox"/> |

| | |
|-------------------------------------------------------------|--------------------------------------------------------|
| Bank name: _____ | Account #: _____ |
| Login: _____ | Password: _____ |
| This a checking/debit card account <input type="checkbox"/> | This is a credit card account <input type="checkbox"/> |

2. Prepare and submit "unknown transactions" reports to request clarification on unknown bank/credit card statements. Where available, I will provide receipts and check stubs to support the bank/credit card statement transactions.
3. If applicable, reconcile any payroll reports prepared through outside payroll companies to business books.
4. Review books with me at least once a year to ensure accuracy (other review periods are available by request).

My preferred method of providing banking/credit card records to Pacific Northwest Tax Service is:

- PNW Tax Secure Portal
- Accountant's online access to financial accounts (preferred method)
- U.S. postal mail, FedEx, UPS, or other delivery service
- Hand delivery to office

(Email is not recommended for security reasons)

The current bookkeeping rate is \$85/per hour. Pacific Northwest Tax Service will notify me 30 days in advance of any increase to the hourly rate. Invoices will be delivered by Pacific Northwest Tax Service to my email address at: _____ on a monthly basis.

For engagement of services, a retainer in the amount of \$_____ is provided as follows:

- Check
- Cash
- Visa or Mastercard # _____ - _____ - _____ - _____

Exp. ____/____ CV: _____

Billing address: _____ Zip: _____

- Check here to authorize Pacific Northwest Tax Service to automatically charge my credit card for recurring monthly charges in the amount of \$_____.

Authorized signature

Date