

INCLUDED IN EVERY BOOKKEEPING PACKAGE

Year-End Package

Be Ready for Tax Season — Without the Stress

Included
in Basic, Core and Plus

Tax deadlines can be overwhelming, especially if your books aren't in order.

Our **Year-End Package** makes sure your financial records are accurate, complete and ready for your CPA or tax preparer.

Who It's For

Every Bookkeeping Basic, Bookkeeping Core and Bookkeeping Plus client. It's included in your package at no extra cost.

Questions This Helps You Answer

- “ *Why does my CPA say my books are a mess every March?* ”
- “ *What does my tax preparer need from me?* ”
- “ *Which vendors need a 1099?* ”

What's Included

- ✓ **Year-End Book Review** – We identify and correct errors or missing entries.
- ✓ **Final Reconciliations** – Every account is matched to your bank and credit card statements.
- ✓ **Year-End Financial Reports** – Profit and Loss, Balance Sheet and Statement of Cash Flows.
- ✓ **1099 Review** – We flag vendors who may need a 1099. Preparation and filing are available as an add-on.
- ✓ **Tax Preparer Collaboration** – We work alongside your CPA or tax preparer and answer their questions about your books.

Why It Matters

With tax-ready books, you can:

- Avoid penalties and late fees.
- File faster and with fewer headaches.
- Start the new year with a clean financial slate.

Our Process

- 1 **Review and Assess** – We check your books for accuracy and completeness.
- 2 **Correct and Reconcile** – We fix errors and make sure every account balances.
- 3 **Prepare and Deliver** – We provide your year-end reports and coordinate with your tax preparer.

Please note – We don't prepare or file tax returns. We make sure your tax preparer has clean, accurate books to work from.

Questions about your quote?

Call or email anytime. You'll hear back from Lorelei directly.

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