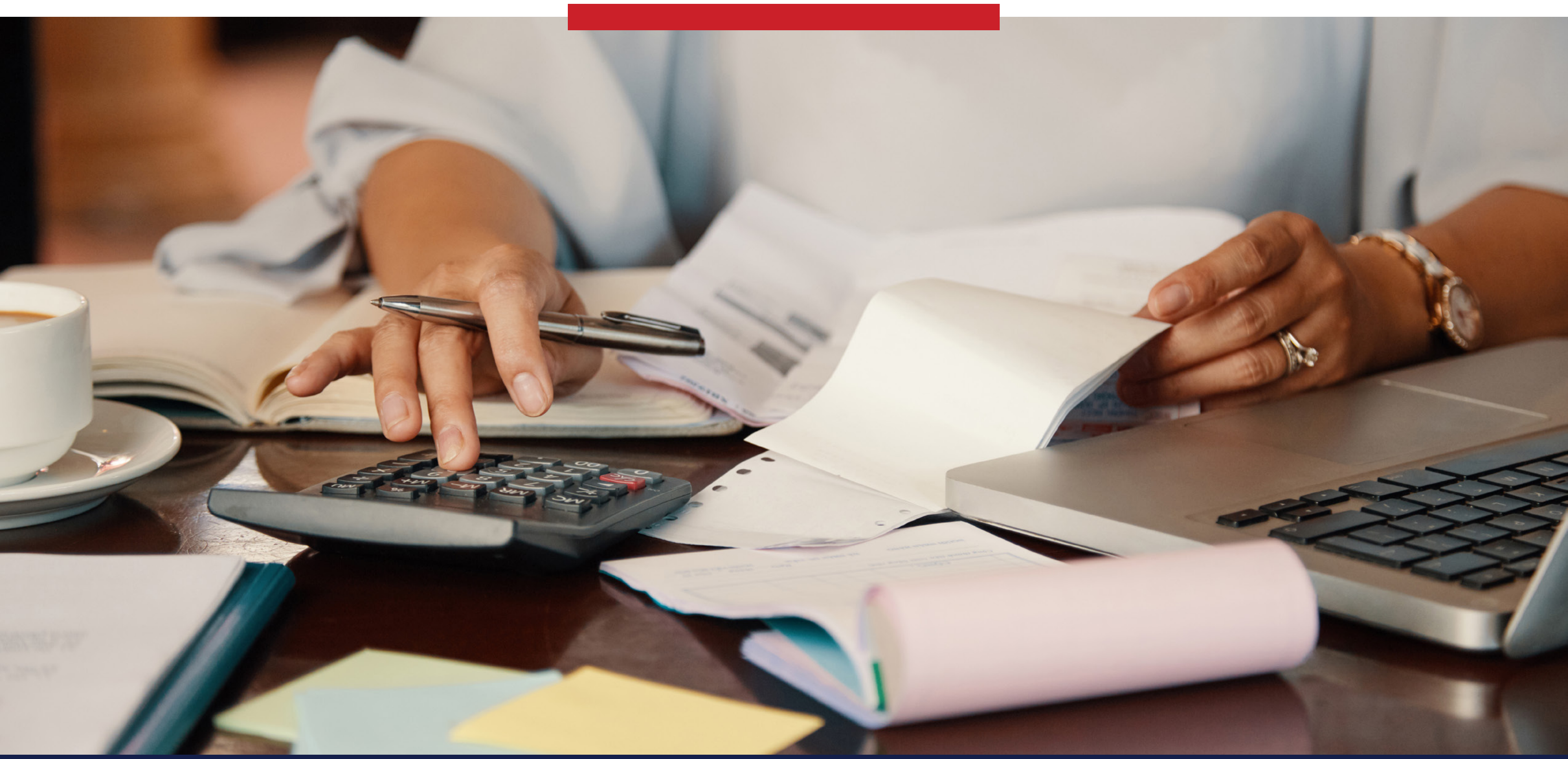
WELCOME TO TAX SEASON

GUIDE TO SMOOTH FILING

OWIC CPA, PLLC

Only What is Caesar's

Lower Taxes • Better Control • Peaceful Sleep



Video walk through available on our Facebook Page and Youtube Channel
www.youtube.com/@owiccpa

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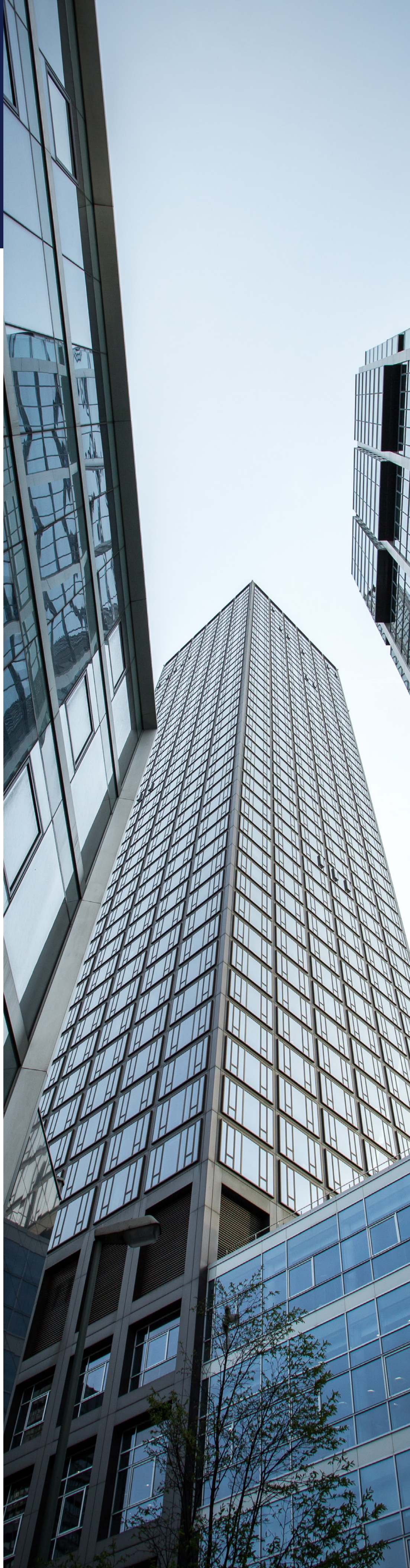
LETTER FROM OUR FOUNDER



Happy New Year! We hope 2023 ended well and that 2024 is off to a great start. It is hard to believe we are entering our 8th Tax Season. The last few years have been a wild ride! Thank you for allowing us to be a part of your team.

When I left the 5th largest firm in the world back in 2016 and launched OWIC CPA, my vision was to make meaningful impact for the clients we serve. The mission was and remains: to help businesses, investors, and families live better lives. Better lives through lower taxes and better control of their business' financial operations. "Knowing the numbers" informs good decisions, reduces anxiety, and promotes peaceful sleep. No more lying awake wondering about cashflow or covering payroll.

Taxes are the single largest expense for most people. Business owners get hit the hardest. There is so much that requires attention beyond running your business. Running a successful business is a miracle. The pressure of the day to day can cause disconnects in the financials. There is an old saying that the "devil is in the details". Know this, when it comes to taxes, the "deductions are in the details". For many business owners missing a $1 transaction can impact taxes by 40 cents. This hurts my heart.

Admittedly, we have had our own growing pains. As we move into 2024 and prepare for the 2023 tax season, our focus has been on the details. Both in user friendly ways for us to collect information from you and in ways to make capturing the information easier for you while you run your business.

We want to be a meaningful part of your team.

We serve clients in various stages of their business growth from pre-revenue start-up to several million in sales. Every business and situation is unique. Some folks need more attention than others. That is why we are introducing our new service levels within each product line and rolling out our "White Glove" option. Descriptions of these programs are on the pages to follow.

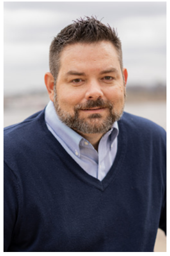
Whether you need a Tax Preparer or Strategist, Basic Bookkeeper or CFO, Consultant, Teammate or Partner... we are here.

Thank you, Thank you, Thank you.

We look forward to helping make 2024 your best year yet!

Talk soon.

Best!



Randy L. Brown

Randy L. Brown
Managing Shareholder, Founder
OWIC CPA, PLLC

IMPORTANT DATES

15 MAR — PARTNERSHIP AND S-CORPORATION RETURNS ARE DUE ON FRIDAY, MAR. 15

18 FEB — DEADLINE TO PROVIDE DOCUMENTS FOR TIMELY FILING IS SUNDAY, FEB. 18

15 APR — INDIVIDUAL AND C-CORP RETURNS ARE DUE ON MONDAY, APR. 15

19 MAR — DEADLINE TO PROVIDE DOCUMENTS FOR TIMELY FILING IS TUESDAY, MAR. 19

This deadline also applies to extensions with estimated payment

Late documents or financial statement revisions after the referenced deadlines will be automatically upgraded to "White Glove" and incur a rush fee of $175.

EXTENSION DEADLINES

16 SEP — PARTNERSHIP AND S-CORPORATION EXTENSIONS EXPIRE ON MONDAY, SEP 16

15 OCT — INDIVIDUAL EXTENSIONS EXPIRE ON TUESDAY, OCT 15

Please remember that an extension is granted for time to file, not time to pay. If you have a tax balance due, interest and penalties will be accruing during the extension period.

OWIC CPA - FEES / PRICING

BUSINESS	
Forms	
1120S 1 State - 1 Local - up to 4 K-1s	895.00
add Revenue Over $250K and/or assets over $1M	325.00
1065 1 State - 1 Local - up to 4 K-1s	895.00
add Revenue Over $250K and/or assets over $1M	325.00
Extensions - “Zero” extension $35 - Extension with Estimates @ hourly rate	See Chart
Additional State/Local	355.00
Additional 8825 pages	195.00
Additional K-1s	10.00
Fixed Asset Schedule - Updating Financials @ Hourly Rate	See Chart
All Other Compilation, Preparation, Research and Review @ Hourly Rate	See Chart

INDIVIDUAL	
Forms	
1040 (Includes 1 State)	325.00
Schedule E (rental property)	155.00
Add'l Pages	125.00
Schedule C	195.00
EIC	75.00
Add'l Credits	35.00
Add'l State	99.00
Local - City	150.00
Extension - "Zero"	35.00
Ext. w/ Estimate-hourly rate	See Chart
Schedule D	59.00
8949	39.00

HOURLY RATES	
Shareholder (CPA, MAcc)	225.00
Accounting/Consulting/Research/Review	
Bookkeeping Manager	75.00
Accounting/Consulting/Research/Review	
Senior Associate (MBA)	75.00
Accounting / Consulting/Research/Review	
Senior Bookkeeper	65.00
Accounting/Consulting/Clean-up for Tax Prep	
Tax Preparer (CA/CPA Candidate)	65.00
Fixed Assets/Consulting/Tax Prep	
ADMIN	40.00

Plans Available - See Next Page

Please note that for the 2023 tax filing season, the minimum cost of tax return preparation for Form 1040 starts at $325 and will adjust according to complexity and required schedules.

Preparation fees for Forms 1065, 1120 & 1120-S start at $895 and will adjust based on company gross revenues and overall complexity.

The “charge by form” method of billing tax return preparation fees is transparent but imperfect. Every client’s business or situation is different. We take into consideration the time that it takes to prepare each tax form. Occasionally, the “charge by form” method may overstate the price based on actual time or complexity. In these cases we will adjust the final invoice when appropriate. Our goal is to bill our clients in a fair and transparent way.

OWIC CPA – PLANS / SERVICE LEVELS

TAX WORK – LEVELS

TAX PREPARATION	COMPLETE COMPLIANCE	STRATEGIST
• Preparation and filing of tax returns based on documents provided by client. • Guidance and advice based on review of documents.	All items in Tax Preparation plus: • Quarterly estimate calculations for federal and states, Payment vouchers and instructions • Quarterly call to discuss potential changes in income, life situation or family dynamic impacting tax projections	All items in Complete Compliance plus: • Monthly or Quarterly Financial Statement and Processes review to strategize optimal tax treatments and prevent lost deductions/credits.

- "White glove" service can be added to any service level for $175. This includes, one on one Organizer Interview, personal one on one tax return review, expedited document collection, expedited preparation and concierge payments to taxing agencies (under $300 – OWIC will pay and add to invoice)
- "White Glove" fee will be added to all files with documents submitted after the published deadlines but requesting timely filing.

FINANCIAL STATEMENTS – COMPILATION, ANALYSIS & PLANNING

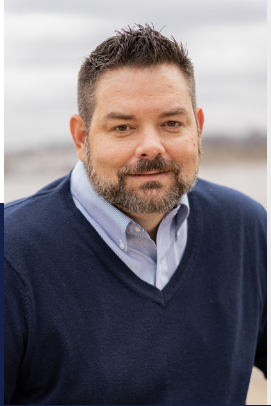
BASIC BOOKKEEPING $500/Month	CONTROLLER CONFIDENCE Starting @ $1,000/Month	CFO Starting @ $2,500/Month
• Up to 400 Transactions per month • Income Statement and Balance Sheet • Statements issued by the 15th of the month	Includes all Basic Bookkeeping items plus: • Monthly, Quarterly, Annual – Financial Statement review, forecasting, and monthly call.	All other levels plus: • Weekly protected one on one service. • Planning, implementation, training, process development and execution • Catered to specific business needs. • Limited availability

Clean-up, coaching and "one-off" work sessions available at hourly rates. See Chart.

CONSULTING – BUSINESS DEVELOPMENT, STRATEGY AND COACHING

CONSULTANT	TEAMMATE	PARTNER

Our number one priority is to make a meaningful impact on your business. We can help with situational one-time consulting projects or ongoing engagements. New ventures, process improvement, pricing or business development, we can help.



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Tax – Items Needed- 1040

Personal information

- Last year's income tax return (if new client)
- Name, address, Social Security number and Date of Birth for yourself, spouse and dependents (complete in tax organizer)
- Picture ID
- Banking information if Direct Deposit Required

Income Data

- Wages and/or Unemployment
- Interest and/or Dividend Income
- State/Local income tax refunded
- Social Assistance Income
- Pension/Annuity/Stock or Bond Sales
- Contract/Partnership/Trust/Estate Income
- Gambling/Lottery Winnings and Losses/Prizes/Bonus
- Alimony Income
- Rental Income - Revenue & Expenses - by Property
- Self-Employment/Tips
- Foreign Income

Expense Data

- Dependent Care Costs
- Education/Tuition Costs/Materials Purchased
- Medical/Dental
- Mortgage/Home Equity Loan Interest/Mortgage Insurance
- Gambling/Lottery Expenses
- Tax Return Preparation Expenses
- Investment Expenses
- Real Estate Taxes
- Estimated Tax Payments to Federal and State Government and Dates Paid
- Charitable Contributions Cash/Non-Cash
- Purchase qualifying for Residential Energy Credit
- IRA Contributions/Retirement Contributions

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Partnership and S-Corp Items Needed

New Clients

SS-4

Partnership or Operating Agreement

Purchase HUDs for property acquired

Sales HUDs for property sold item

Requested Items:

- Financial Statements (Balance Sheet & Income Statement)
- Fixed Assets Detail (all assets with value/cost, date in service, Ending Accumulated Depreciation)
- Fixed Asset Additions in 2022 (with cost, date in service)
- Fixed Asset Disposals in 2022 (with date disposed of, and any proceeds received)
- Copies of Officers' W-2's (IF APPLICABLE)
- Copy of W-3
- Copy of most recent Operating Agreement
- Prior Year Tax Returns (New Clients only)
- List of all Partners (with addresses, SSN's or EIN's, ownership %, etc.) ORGANIZER
- Capital Contributions and/or Distributions in 2022 (by Partner)
- Detail of Accrued Expenses, if applicable
- Detail of Prepaid Expenses, if applicable

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