

ERA BOOKKEEPING

INCOME TAX & ACCOUNTING SERVICES

Located in Queens, Era Bookkeeping, is committed to providing your business with professional, accurate and timely accounting, bookkeeping and tax services. Whether you want us to relieve you of day-to-day bookkeeping services, handle your payroll, help you set-up QuickBooks, prepare your financial statements and tax returns, we will offer you knowledgeable, consistent and personalized service that will help you make more informed business decisions. Depending on clients' needs we perform weekly, monthly quarterly or annual accounting services.

ACCOUNTING AND BOOKKEEPING SERVICES

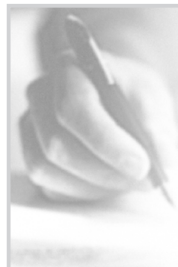
We provide the following services:

- ✓ Bank accounts reconciliation and cash balance reports
- ✓ Accounts receivable: management and reporting, receivable aging reports
- ✓ Accounts payable: management and reporting, payable aging reports, annual 1099 forms
- ✓ Financial statements: Balance Sheet, Income Statement, Cash Flow Statement and other customized financial reports based on your needs
- ✓ Fixed assets and depreciation schedules: preparing and maintaining
- ✓ Payroll services: paycheck calculation, quarterly and annual payroll tax reports and W-2s at year end
- ✓ Sales Tax: preparation and filing
- ✓ Providing monthly or quarterly tax projections so you will know your projected income tax liability throughout the year
- ✓ Preparing all required business tax reports and filings

TAX PLANNING AND TAX RETURN FILING

Today's tax laws are so complicated that unless your financial affairs are extremely simple, chances are you will benefit from at least occasional help from a tax professional. In addition to preparing your tax returns using the most advantageous tax strategies to minimize your tax liability we will work with you to assist with your tax planning. Careful tax planning is important to avoid unpleasant surprises and we can help you to manage this process. We will file all your tax returns, serve as your advocate in all tax matters and will be available for a consultation during the year.

CONTACT US FOR A FREE ESTIMATE



ERA BOOKKEEPING
60-58 60 Road
Maspeth, NY 11378
Phone: 718-744-8294
e-mail: era@erabookkeeping.com
Website: www.erabookkeeping.com

Year-end books closing

- ✓ Sole proprietors
- ✓ Partnerships
- ✓ S-corporations
- ✓ C-corporations

Ongoing bookkeeping

- ✓ Payroll Tax
- ✓ Sales Tax

Income Tax for individuals

- ✓ Analysis of expenses for tax return deductions
- ✓ Tax projections

Income Tax for businesses

- ✓ Partnerships
- ✓ S-Corporations
- ✓ C-Corporations
- ✓ Fiduciary Trusts
- ✓ Tax returns for pension plans (form 5500EZ)

Other tax related issues including inquiries from government agencies.