

PELICAN TAX SERVICES, INC.

Phone: 405-265-7611 | Fax: 405-265-7686
1081 S. Cornwell Drive, Suite 201, Yukon, Oklahoma 73099

Bookkeeping Information

1. Bookkeeping Services:

Pelican provides limited bookkeeping services that are specific to annual tax reporting. You will be provided with:

- Transaction listing with expense categories: **It is the client's responsibility to ensure that each expense is accounted for and categorized correctly.** Pelican Tax Services is not responsible for discrepancies on your tax return which are due to incomplete, inaccurate, concealed, or false information, accidental or otherwise. It is important that you review the transaction list to ensure that each transaction is correctly categorized.
- Annual Profit & Loss statement: A summarized statement of the income and expenses.

a. Service Offers:

- Pre-paid Annual Bookkeeping:** Includes bookkeeping for 12 months and the associated business tax return. Bookkeeping may be submitted monthly, semi-annually, or annually.
 - Terms & Conditions:** Failure to comply with these terms and conditions will void the offer and result in the delay of filing the tax return.
 - To qualify for the free tax return, the annual fee must be received in full. Multiple payments must be received within 48 hours of the first payment.
 - Neither the bookkeeping service nor the free tax return (as applicable) may be transferred to another business, individual, or tax year.
- Pay-by-Month Bookkeeping:** Clients may submit bookkeeping throughout the year for a fee per month of books serviced. This option does not include a free business tax return and cannot be converted to the Pre-paid Annual offer.
- Completion Period:** You will be contacted when your bookkeeping is complete. We guarantee your bookkeeping to be done within the following timeframes:
 - Annual bookkeeping received:
 - By Jan 15** will be completed no later than March 10.
 - Jan 15 - May 15** will have an extension filed for the business and will be completed no later than July 5.
 - May 15 - Nov 15** will be completed within 2 weeks per month of books.
 - Monthly bookkeeping is guaranteed to be completed within 2 weeks per month of books, excluding: April 15 - May 1, the week of Thanksgiving, Dec 15 - Jan 1.

2. Communication:

Email is the preferred method of communication, as it will leave a communication trail for future reference in case of questions or disputes. Pelican's bookkeeping contact information is below:

Addie Eubanks	Phone:	405-265-7611
addie.pelicanntaxservices@gmail.com	Fax:	405-265-7686

3. Delivery of documentation:

- Spreadsheet Format:** A CSV formatted spreadsheet of the transaction list is preferred. Most bank websites allow you to download a transaction list from your online account.

- b. Paper/PDF Receipts and Statements: Original documents delivered in-person or digitally. Original documentation will not be mailed back to you and must be picked up.

4. Payment:

- a. Fees are dependent upon the delivery of documentation. Bookkeeping that uses multiple methods (example: paper receipts and CSV spreadsheets) is charged at the higher rate.
- b. Payment is due before services will be performed. Refunds will only be given if the service has not been started. Service prices are subject to change. Expedited bookkeeping is charged double the standard rate, plus applicable surcharges.
- c. Surcharges: Surcharges will be charged at your annual tax appointment, or before client receipt of the Profit & Loss statement. Surcharges are subject to change.
 - i. Blended surcharge: Clients who provide more than one format of transaction (spreadsheet, paper receipts, bank statements) will be charged a standard fee plus a “Blended surcharge” for the transactions of a different format.
 - ii. High Volume surcharge: Additional transactions will be charged at the monthly rate, at the discretion of the bookkeeper. Volume is based on the total number of line items provided, including personal and non-deductible transactions.

Statement of Good Faith: *Pelican Tax Services, Inc. guarantees that your bookkeeping is executed to the best of our ability with the information provided to us. Any original documents that you provided to us will be returned to you.*

Privacy Notice: *Pelican Tax Services will not sell, release, or otherwise distribute personal information without client consent. Pelican Tax Services will keep client records on file as required by IRS regulations and state law, after which time they will be disposed of in a secure manner.*