



## OnTarget CPA Fee Structure

**OnTarget CPA prides itself in providing value-driven accounting services in a timely and cost-effective manner.**

### **General Information**

OnTarget CPA's fee for services are based upon the amount of time required at our standard billing rates plus out-of-pocket expenses. Fees may vary based on the complexity of the work to be performed, the completeness and accuracy of information we receive, and the professional time expended on client work. Hourly rates vary depending on the staff member completing the work. Hourly rates are subject to periodic adjustment, typically January 1<sup>st</sup> of each year.

Payment is due upon completion of work and/or receipt of an invoice.

Statements are prepared and sent to client each month showing the work performed, the professional staff members performing the work, the time expended, and any direct expenses incurred such as certified mailing costs.

Retainers may be required for larger jobs, such as back-tax filings and IRS resolution work, or as deemed necessary by OnTarget CPA. Retainers may be applied to the first or final billing.

### **How much does OnTarget CPA charge for a tax return?**

OnTarget CPA's fee for services are based upon the amount of time expended on preparation of the return. This varies based on the type and complexity of the return, the level of completeness/timeliness of information received. OnTarget may need to perform additional accounting, research, or tax resolution services incidental to the preparation of tax returns which will be billed at our standard rates.

The minimum cost for a basic 1040 return is \$450.00. Factors that affect the cost of tax returns include:

- Overall complexity/type of return (i.e. personal, corporate, trust)
- Number of filing jurisdictions (i.e. multi-state)
- Businesses or rentals (Schedules C and E)
- Accounting and bank reconciliations needed
- Number of follow up documents/questions needed, client responsiveness

### **Cost Control Measures**

OnTarget CPA is committed to providing value-added services while keeping costs reasonable. Some of our cost-control efforts include:



- Assigning work to the appropriate level staff member
- Fees incurred on behalf of clients are billed at cost
- No charge for most administrative services
- No charge for staff overtime
- No charge for 1<sup>st</sup> class mailings

**How can clients keep costs down?**

- Provide tax and accounting documents in a timely, organized manner
- Respond to questions and requests for more information in a timely manner
- Provide information well in advance of filing deadlines

**Payment Options**

Payment to OnTarget CPA can be made by check, credit card, direct ACH debit, or online at <https://ontargetcpa.com/pay/>. In certain cases, payment plans may be available.