



Tax Time Organization

My Personal Bookkeeper will help you stay calm and feel in control during tax season!
Your Accountant will thank you!

Services Provided:

- Review last tax return to see what is needed
- Call Accountant with Client for review and advice
- Look through tax documents, in the home or sent electronically to the client
- Review deductions and donations for the year, develop a spreadsheet
- Copy or scan documents
- Mail, upload or drop-off documents to the accountant

(Mileage charges for driving to and from the accountant's office and copying costs will be extra charges.)

Package Price: \$630

There is a maximum of 6 hours included in the monthly package price.
Any further hours needed within the month will be billed at the regular hourly rate.

The activities listed are suggestions and can be changed.

This does not imply that all the work can be completed in one month.

For more information or to purchase a package, contact My Personal Bookkeeper
info@mypersonalbookkeeper.com

847-972-6822

