

# ACCOUNTING SERVICES

300 W Broadway  
Omni Centre, Suite 711  
Council Bluffs, IA 51503  
(712) 256-2800

## ACCOUNTING SERVICES AGREEMENT

Having read and fully understood the Engagement Letter, I/we agree to engage Accounting Services in accordance with the terms indicated. I/We understand this engagement to be limited to the items specified and terms as indicated beginning with the date of submission of this form. If additional services are requested they are to be covered under a separate engagement letter. I/We acknowledge with full authority and understanding this letter as correctly setting forth my/our desires.

By submitting below I/we acknowledge both joint and several responsibilities for any amounts due now or in the future under the terms of this engagement.

\_\_\_\_\_ (company name)  
\_\_\_\_\_ (owner's name) Owner  
\_\_\_\_\_ Date Submitted

### ACCOUNTING SERVICES: (billing based on time required)

- Record journals (Check register, deposits, etc.)
- Generate journal entries
- Post to general ledger
- Post other ledgers
- Reconcile bank statements
- Prepare month end financial statements Including Balance Sheet and Income Statement
- Generate payroll
- Submit all withholdings to appropriate entity
- Maintain payroll earnings record
- Prepare all Payroll Tax Returns
- Prepare Sales and Consumer Use Tax Returns
- Prepare estimated payments
- Other special projects: \_\_\_\_\_