

## **ADDITIONAL SERVICES**

### **Administrative Services**

- Proposals and Invoices for Contractors
- Resumes
- Letters
- Scanning Documents and Receipts
- Faxing
- Creating e-mails (business)

### **Incorporation Services**

- Business Formation (Corp, S-Corp, LLC)
- Dissolutions (Closing of Corporations & LLCs)
- Changes to Corps' (Address, Name Etc.)
- Biennial Filings
- Corporate Kits (Bylaws and Minutes)
- Federal Tax ID Number (EIN)

### **Accounting/Bookkeeping**

- Corporate Tax Filings
- Small Business Accounting
- Individual Tax Preparation
- Sales Tax
- Payroll
- Estimated Tax Payments
- Tax ID Number (ITIN)
- Non-Profits 501(c)3
- Exempt Organizations
- FBAR Filing (Foreign Bank Acct. Reporting)
- Tax Planning

### **Tax Resolution**

- Release of Liens and Levies
- Transcripts
- Offer in Compromise
- Installment Agreements
- Audits
- Representing a Taxpayer
- Filing of Back Taxes
- Amendments
- Innocent Spouse Relief



**SCL TAX SERVICES**  
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**If you are a small contractor, we will not only do your taxes and bookkeeping, we can also help with your administrative tasks.**