



# SECOND MILE

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## FINANCIAL SERVICES

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### Advantage Package \$1950/month

**The Advantage Package provides a fully integrated, outsourced finance function for business owners who require more than compliance.**

The Firm assumes responsibility for bookkeeping, tax compliance, tax strategy, and financial oversight, delivering not just accurate records, but clear interpretation, proactive guidance, and ongoing financial visibility.

This service is designed for business owners who are no longer willing to operate on guesswork and need a trusted financial partner who translates numbers into decisions.

The purpose of this service is to eliminate uncertainty, provide clarity, and ensure the Client always understands where the business stands, where it is going, and what actions to take next.

#### Scope Of Services

##### 1. Fully Managed Financial Function

The Firm operates as the Client's single point of accountability for all financial matters.

- Bookkeeping, tax, and reporting are handled under one structure
- No coordination between multiple providers
- No gaps, duplication, or conflicting guidance

##### 2. Proactive Tax Strategy

Two (2) annual tax planning meetings:

- Q2 Planning – Mid-year projections, tax exposure, and adjustments
- Q4 Planning – Year-end optimization and execution

Includes:

- Review of income, deductions, capital strategy, and compensation
- Identification and implementation of tax-saving strategies
- Delivery of a written Tax Savings Plan with clear action steps

### 3. Financial Reporting With Interpretation

Quarterly financial reporting including:

- Profit & Loss
- Balance Sheet
- Statement of Cashflows

One page business health report including:

- Plain-language explanation of financial performance
- Identification of key trends and risks

### 4. Business & Personal Financial Alignment

Review of how business performance impacts personal financial position

Visibility into cash flow, distributions, and tax exposure

### 5. Annual Entity Structure Review

Evaluation of entity structure for tax efficiency

Review of multi-entity coordination (if applicable)

Recommendations for optimization

### 6. Comprehensive Tax Filings (Business & Personal, Federal & State)

Preparation and electronic filing of:

- Federal business income tax return
- Federal individual income tax return
- One (1) state business income tax return

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Includes:

- 1099 preparation (up to five (5))
- Estimated tax calculation support
- Bookkeeping
- Monthly transaction classification and recording
- Monthly reconciliations
- Ongoing ledger maintenance
- Sales Tax Compliance
- Preparation and filing of sales tax returns (one state)
- Monitoring of filing requirements
- Payroll Reporting Compliance
- Preparation and filing of Forms 941 and 940
- Payroll tax reporting compliance
- Audit Readiness

Delivery of a Year-End Audit-Ready File, including:

- Financial statements
- Reconciliations
- Supporting schedules
- Tax filings
- Support

Priority response within 48 hours

Direct access to a team familiar with the Client's business

Ongoing guidance on financial and compliance matters

## **Exclusions**

This engagement does not include:

- IRS or state audit representation, correspondence, or penalty resolution
- Bookkeeping cleanup or catch-up work prior to engagement start
- Additional state or federal tax filings beyond those listed
- Additional 1099 filings beyond five (5)
- Amended returns or special tax elections

- Valuation services, attest services, or financial statement assurance
- Legal services, entity formation, restructuring, or document preparation
- International tax filings (including but not limited to Forms 5471, 5472, 3520, 2555, FBAR, FATCA)

Any services outside this Scope require a separate engagement.

#### Fees & Payment Terms

- Fees are billed via automatic draft and are due upon receipt
- Failed payments must be resolved within five (5) business days
- The Firm may pause services after ten (10) business days of non-payment or non-responsiveness
- No refunds are issued for unused services or early termination

#### Client Responsibilities

The Client agrees to:

- Provide complete and accurate financial information on a timely basis
- Deliver requested documentation within five (5) business days
- Maintain access to all required financial accounts
- Review financial reports and tax filings promptly upon delivery
- Notify the Firm of material changes to business operations, ownership, or financial activity
- The Firm is not responsible for delays or errors resulting from incomplete, inaccurate, or late information.

#### **Legal & Compliance Notice**

Second Mile Financial Services, LLC (“the Firm”) provides bookkeeping, tax strategy, and tax compliance services as outlined in this engagement.

This engagement does not include audit, assurance, fraud detection, payroll processing, or legal services.

All financial records and tax filings are prepared based on information provided by the Client. The accuracy of deliverables depends on the completeness and timeliness of that information.

Financial statements, reports, and tax filings are intended for internal use and for filing with tax authorities. They are not intended for reliance by third parties.

The Client agrees to indemnify and hold harmless the Firm from liabilities arising from:

- Incomplete or inaccurate information provided by the Client
- Undisclosed accounts or financial activity
- Failure to implement recommended strategies
- Use of deliverables beyond their intended purpose

Support related to audits, notices, amended filings, or additional services will require a separate engagement.