



SECOND MILE

FINANCIAL SERVICES

Compliance Package \$795/month

The Compliance Package provides essential tax compliance and bookkeeping services focused on accurate reporting and timely filings.

The Firm delivers clean financial records, required tax filings, and baseline compliance support. This service is designed for Clients who need reliable execution of bookkeeping and tax obligations without ongoing strategic advisory or proactive planning.

Scope Of Services:

1. Tax Compliance (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
- One (1) state individual income tax return

Preparation and filing of:

Contract labor reporting (Forms 1099-NEC/1099-MISC and 1096) for up to five (5) contractors

Tax services are compliance-based only and do not include tax planning or strategy.

Bookkeeping

- Monthly classification and recording of transactions

- Monthly bank and credit card reconciliations
- Ongoing ledger maintenance
- Financial statements are delivered as reports only, without interpretation or analysis.

Deliverables

- Completed tax returns (federal and applicable state)
- Filed 1099 forms (within included limit)
- Year-end financial statements
- Meetings

This package includes limited scheduled interaction:

- One (1) 30-minute tax return review meeting upon completion of filings
- One (1) 30-minute year-end bookkeeping review meeting

Additional meetings or consultations are not included.

Exclusions:

This engagement does not include:

- Payroll processing or payroll tax filings
- Sales tax filings
- IRS or state audit representation, correspondence, or penalty resolution
- Bookkeeping cleanup or catch-up work prior to engagement start
- Additional state or federal filings beyond those listed
- Additional 1099 filings beyond five (5)
- Amended returns or special tax elections
- Valuation services, attest services, or financial statement assurance
- Entity formation, restructuring, or legal document preparation
- International tax filings (including but not limited to Forms 5471, 5472, 3520, 2555, FBAR, FATCA)
- Tax planning or strategy

- KPI dashboards or financial performance analysis
- Ongoing financial advisory or decision support
- Interpretation of financial statements
- Entity structure review
- Any services outside this Scope require a separate engagement.

Service Period Clarification

This engagement covers:

- Bookkeeping services for the current year, and
- Tax return preparation for the corresponding reporting year

Fees & Payment Terms

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

Client Responsibilities

The Client agrees to:

- Provide complete and accurate financial information in a timely manner
- Deliver requested documents within five (5) business days
- Maintain access to all necessary financial accounts
- Review tax returns and financial statements promptly
- Notify the Firm of major financial or business changes

Legal & Compliance Notice

Second Mile Financial Services, LLC (“the Firm”) provides bookkeeping and tax compliance services only as outlined above.

The Firm prepares financials and tax filings based solely on information provided by the Client. Accuracy is dependent on completeness of that information.

Financial statements and reports are intended for internal use and tax filing purposes only and should not be relied upon by third parties.

The Client agrees to indemnify the Firm from liabilities arising from:

- Incomplete or inaccurate information
- Undisclosed accounts or activity
- Failure to follow recommendations (if provided)
- Use of deliverables beyond intended purpose
- Support related to audits, notices, or additional filings will require a separate engagement.