

# PELICAN TAX SERVICES, INC.

Phone: 405-265-7611 | Fax: 405-265-7686  
1081 S. Cornwell Drive, Suite 201, Yukon, Oklahoma 73099

## Bookkeeping Information

### 1. Bookkeeping Services:

Pelican provides limited bookkeeping services that are specific to annual tax reporting. You will be provided with:

- Transaction listing with expense categories: **It is the client's responsibility to ensure that each expense is accounted for and categorized correctly.** Pelican Tax Services is not responsible for discrepancies on your tax return which are due to incomplete, inaccurate, concealed, or false information, accidental or otherwise. It is important that you review the transaction list to ensure that each transaction is correctly categorized.
- Annual Profit & Loss statement: A summarized statement of the income and expenses.

#### a. Service Offers:

- i. **Pre-paid Annual Bookkeeping:** Includes bookkeeping for 12 months and the associated business tax return.
  1. **Terms & Conditions:** Failure to comply with these terms and conditions will void the free tax preparation offer and result in the delay of filing the tax return.
    - a. Clients are to schedule monthly Accounting appointments.
    - b. To qualify for the free tax return, the annual fee must be received in full before the service begins. Multiple payments must be received within 48 hours of the first payment.
    - c. Neither the bookkeeping service nor the free tax return (as applicable) may be transferred to another business, individual, or tax year.
  2. **Turnaround Time:** Services will be performed during the 30-minute monthly appointment. Clients are to be available to review, make notes, and approve of the bookkeeping during the appointment. Clients with many transactions may take longer than the scheduled appointment time
    - a. Clients who do not schedule monthly bookkeeping can expect a two-week turnaround per 2400 transactions.

### 2. Communication:

Email is the preferred method of communication, as it will leave a communication trail for future reference in case of questions or disputes. Pelican's bookkeeping contact information is below:

Addie Heflin	Phone:	405-265-7611
addie.pelicanntaxservices@gmail.com	Fax:	405-265-7686

### 3. Delivery of documentation:

- a. Spreadsheet Format: A CSV formatted spreadsheet of the transaction list (exported from your banking websites) can be uploaded to our secure online portal or emailed.
- b. Paper/PDF Receipts and Statements: Accepted on a case-by-case basis. Original documents can be delivered in-person or digitally. Original documentation must be picked up upon completion.
- c. **Transaction listings are to be delivered the day before the appointment.**

#### 4. Payment:

- a. Payment is due before services will be performed. Refunds will only be given if the service has not been started. Service prices are subject to change. Expedited bookkeeping is charged double the standard rate, plus applicable surcharges.
- b. Surcharges: Surcharges will be assessed before client receipt of the Profit & Loss statement. Surcharges are subject to change.
  - i. Blended surcharge: Clients who provide more than one format of transaction (spreadsheet, paper receipts, PDF, bank statements) will be accepted on a case-by-case basis and charged an additional fee. The rate is based on the total number of transactions provided, including non-deductible transactions.
  - ii. High Volume surcharge: Additional transactions over the original rate will be charged at a monthly transaction rate. The rate is based on the total number of line items provided, including non-deductible transactions.
  - iii. Catch-up Surcharge: An additional fee will be assessed per service of annual and semi-annual bookkeeping.

**Statement of Good Faith:** *Pelican Tax Services, Inc. guarantees that your bookkeeping is executed to the best of our ability with the information provided to us. Any original documents that you provided to us will be returned to you.*

**Privacy Notice:** *Pelican Tax Services will not sell, release, or otherwise distribute personal information without client consent. Pelican Tax Services will keep client records on file as required by IRS regulations and state law, after which time they will be disposed of in a secure manner.*