

SERVICES PROVIDED

Bookkeeping Services: Specializing in individual and small business bookkeeping. W.L. Benjamin Associates, Inc. is committed to keeping persons and businesses up-to-date with the latest changes in both accounting and tax; laws and procedures. We can assist on a monthly, quarterly and annual basis.

Transactions are recorded, reconciled and then compiled in Monthly Financial Statements (i.e. Bank and Accounts Reconciliations, Income Statement, Balance Sheet, Cash Flow Statements and General Ledger) and Financial Presentations are provided to the client to give an "at a glance" review.

Tax Preparation: State of the art computerized and secured income tax preparation is performed at a personal level for individuals and businesses. May it be the current year or five years in arrears, W.L. Benjamin will ensure that you get on and stay track.

IRS & State Representation: W.L. Benjamin Associates, Inc. provides knowledgeable and competent representation if for any reason an audit is brought against you.

Payroll Services: Flexible payroll services for business with 2 employees or 50 plus employees using your software or our in-house payroll software. W.L. Benjamin Associates, Inc. simplifies the payroll process which allows you to improve productivity, management reporting all year-round. All payroll calculations include to deductions and withholding for all relevant tax jurisdictions. You will receive professionally printed checks, pay vouchers and supporting reports – all delivered to your door ready for payday.

You can submit employee information to W.L. Benjamin Associates, Inc. via the most convenient to you: * By Phone * By Fax * Email

Want payroll processing to take even less time? These affordable options integrate seamlessly with W.L. Benjamin Associates, Inc. payroll options:

* **Direct Deposit** – W.L. Benjamin Associates, Inc. deposits your employee's pay directly into their checking or savings accounts.

* **Convenience Pay** – W.L. Benjamin Associates, Inc. debits the cost of your payroll from your bank account, issues paychecks and direct deposits from your bank account and computes all payroll reconciliations.

* **Authorized Payroll** - W.L. Benjamin Associates, Inc. prepares the payroll checks on your behalf and places them into envelopes for distribution.

Financial Planning & Assessment: Planning for future starts now! Strategic investments and controlled spending can make all the difference. A knowledgeable professional can help to create a budget to make the path to College Funding, Retirement and all Important Financial Events in your life a success.

QuickBooks Set-up & Maintenance: We can assist you in setting up your accounts correctly from start and assist you with any questions or problems that may arise in your day to day activities. Assistance can be in the form of on-site, telephone, remote assistance via internet.

Business Consulting Services: W.L. Benjamin Associates, Inc. can assist you in setting up and maintaining your company. There are numerous entities you can choose to set your business; we guide you as to the best fit for you! Be it a corporation, partnership, sole proprietorship or limited liability company, we provide you with the advantages and disadvantages of each entity, payroll, legal and tax regulations.

If you need an independent party to notarize documents we have state approved notary publics on hand that can council and process your requests.

With our presence in the community for over 30 years we have developed a network of professionals such as financial planner, insurance agents, investment advisors, attorneys, bankers that we can direct you to, to ensure that your goals are achieved.