

**INDEPENDENT
CONTRACTORS**

&

**Contractor Business
Services, LLC**

**Working together
to provide security
for self-employed
independent
contractors
and
Settlement carriers.**



Starting a New Business

ACCOUNTING and TAX SERVICES

Administered by

Contractor Business Services, LLC

Entrepreneurs

- **Unlimited potential**
- **Fast paced**
- **Complex tax issues**
- **Complex accounting issues**
- **Proper start-up a MUST**



Business Structure Choices

- **Consult with an Attorney in your State!**
- **“C” corporation**
- **“S” corporation (small business)**
- **“Close” corporation (“C” or “S”)**
- **Limited liability Company (“LLC”)**
- **Sole proprietorship**

Limited Liability Protection

- In order to achieve limited liability:
- Proper documentation filed by Attorney
- File with Secretary of State (with fees)
- Not protected until filed
- Registered agent
- Annual renewal with state
- Changes—address, owners, etc

WHICH STRUCTURE IS RIGHT FOR MY BUSINESS?

- Talk to us about tax considerations. We can refer you to an Attorney if you do not already have one.

Tax Start-up Services

- **Apply for Tax Identification Number**
- **Apply for Subchapter “S” election?**
- **Apply for State withholding and unemployment tax Ids**
- **We have helped over 1500 companies!**

MC Authority Services

- **Obtain US DOT Number ON-LINE instantly**
- **Apply ON-LINE with the FMCSA**
 - **\$300 FMCSA fee - Interstate OR Intrastate**
 - **Application placed in “Pending” status**
- **IRP truck registration (annual fee varies)**
- **BOC-3 “Process Agent” (\$30 one time fee)**
- **IFTA decals (minimal state fee)**
- **Unified Carrier Registration (\$39 annual fee)**
- **Annual truck registration renewal application**

Accounting Services - processing

- **Provide accounting organizer file and mailing labels**
- **Checklists for deductions, tax tips, etc.**
- **Monthly input from settlement sheets**
- **Monthly input of other income and expenses**

Accounting Services – Reporting

- **Monthly, quarterly and annual tax reports**
- **Monthly sales or gross receipts tax returns**
- **Monthly update of annualized tax estimates**
- **“FAQ” response memo**
- **Telephone support, 7 days, 8am-10pm**
- **Toll free phone and fax**

Required Annual Filings

- Annual report to Secretary of State
- **REPORTS MUST BE FILED ON TIME!**
- State income / franchise tax returns
- **SOME STATES MIN. TAX AS HIGH AS \$800**
- Federal income tax returns
- Company and/or individual
- Avoid Penalties and interest



IF YOU ARE SUCCESSFUL, TAXES ARE A FACT OF LIFE!

- **How much will I have to pay in taxes?**
- **Our experience says: about 25% Federal**
- **PLUS state income taxes!**
- **LLCs must deposit quarterly.**
- **Corporations must setup payroll for owner with monthly deposits.**
- **If you deposit the amount we advise, you'll be happy at the end of the year!**

Tax Services

- **State income and/or franchise tax return**
- **Federal income tax returns**
- **Company and/or individual returns**
- **Quarterly estimated tax deposit coupons**
- **Authorized “e-file” provider - IRS & all states**
- **Tax compliance reporting to carriers**
- **Quarterly IFTA reporting (optional)**

Tax Payment Verification

- **Tax payments are MANDATED by IRS**
- **Many carriers require verification of payment**
- **Quarterly estimates OR payroll withholding**
- **Annual payment in some instances**
- **Report those payments to us at CBS**
- **WE keep your information CONFIDENTIAL**
- **WE report “YES” or “NO” to Carrier**
- **Current CBS clients are already in compliance**

Tax Payment Questions

- **Must I report this to Carrier?**
- **I do not pay quarterly. (no state requirement?)**
- **Can't I pay my taxes annually to earn interest?**
- **To be in compliance, what must I do?**
- **What will happen if I refuse to do this?**
- **I have my own CPA, can they report for me?**
- **I bought a new truck so I will owe no taxes?**
- **I have no CPA - how do I know what I owe?**

Accounting Services – Payroll All 50 States

- Provide employer checklist
- Provide tax tables
- Advise proper withholding amounts
- Provide tax deposit coupons



Accounting Services – Optional Payroll Services

- **We highly recommend that you contact Regina Gordon at PayChex, Inc. at (704) 778-7828 for FULL SERVICE PAYROLL. They have a custom program designed for small trucking company payrolls!**
- **If you want to do your own payroll, we:**
 - **Provide a checklist of employer requirements**
 - **Provide tables to calculate gross to net pay**
 - **Advise proper tax withholding amounts**
 - **Help you obtain tax deposit coupons**
 - **Provide quarterly 941s, annual w-2s, 940 and state returns for an additional quarterly fee**

Consulting Services

- **SEP and HSA account set-up**
- **Tax planning (maximize business deductions)**
- **Periodic newsletters (share ideas)**
- **Home office issues**
- **Retirement plans, 401(k) rollovers**

Optional Accounting Services

- Quarterly and annual payroll tax returns
- Full payroll processing service (through Select Services, Inc.)
- Bill paying service (Select)
- Tax returns in additional states
- Tax returns for additional businesses

Let's Get Started

- **Download and fill-in the application**
- **List owners or members**
- **Registered agent? (It should be you!)**
- **Employees?**
- **Previous businesses?**
- **Choose accounting services!**
- **Need Trucking Authority services?**

Call us for more information

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