



# JY Services & More Inc.

## Service Catalog

[WWW.JYSERVICESINC.COM](http://WWW.JYSERVICESINC.COM)



# Accounting Services

## 1. Bookkeeping

- Weekly, Monthly or Quarterly record keeping
- Bank Reconciliations
- Accounts payable and receivable management
- Financial statement preparation

## 2. Financial Reporting

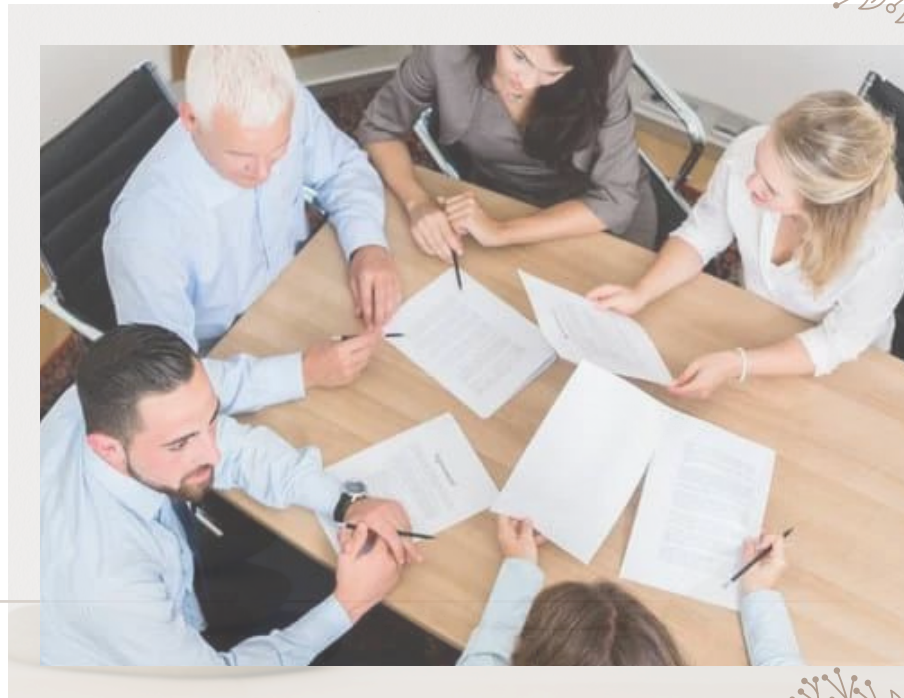
- Monthly, quarterly, and annual financial reports
- Custom financial reports tailored to business needs
- Cash flow analysis and forecasting
- Budgeting and financial planning

## 3. Business Tax Preparation

- Federal and state tax returns
- Quarterly estimated tax payments
- Sales tax filing
- Tax planning and advisory services

## 4. New Business Formation

- Business entity selection (LLC, Corporation, Partnership, etc.)
- EIN application
- State and local business licensing
- Initial setup of accounting systems



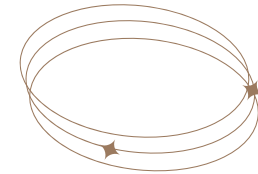
# Payroll Services

- Full-service payroll management including Time and Attendance
- Direct deposit setup
- Payroll tax calculations and filings
- Year-end processing (W-2s, 1099s)



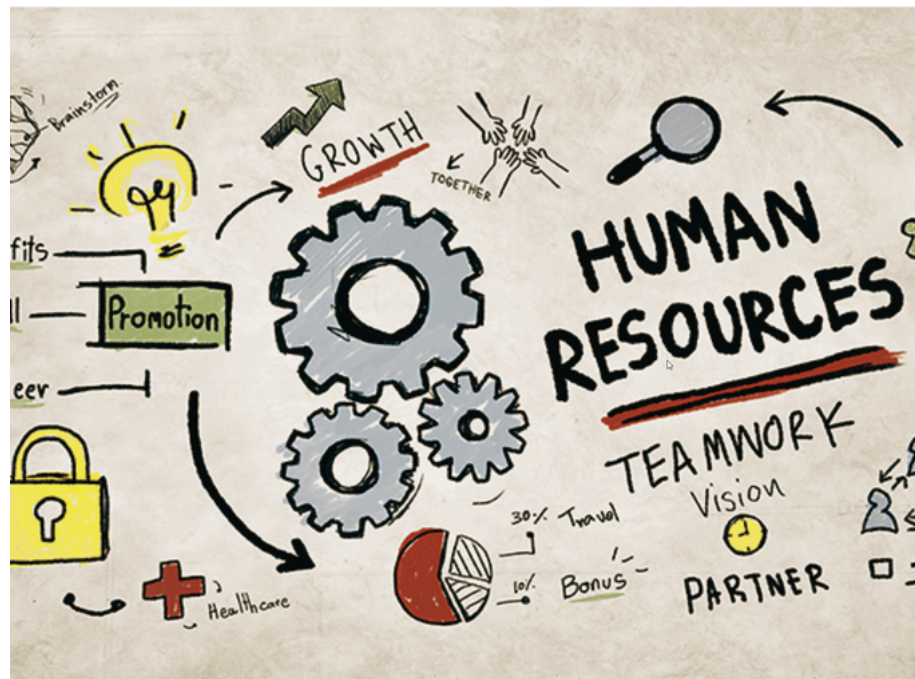
# Payroll Setup

- Payroll system setup and integration
- Training on payroll software
- Multi-state payroll processing
- Customized payroll solutions for specific industries

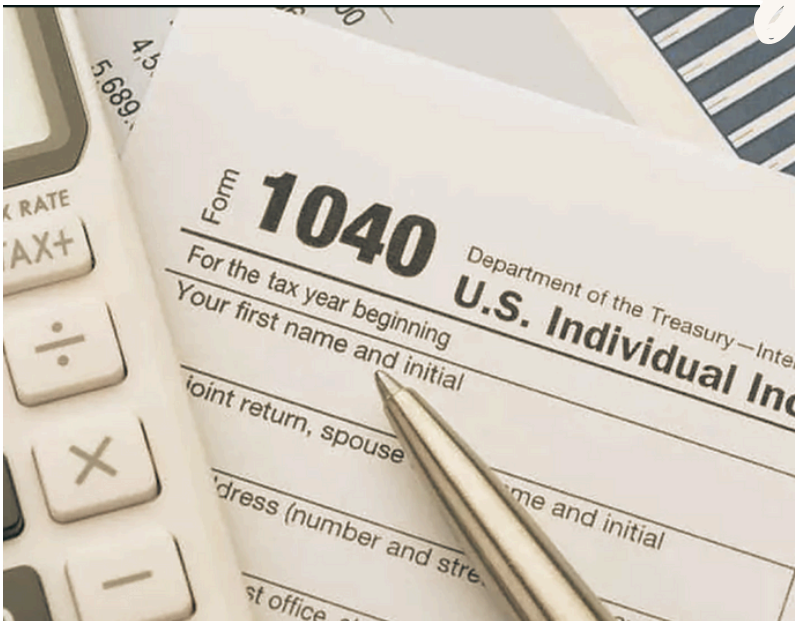


# HR Support

- Employee onboarding and termination assistance
- Compliance with state and federal labor laws
- Benefits administration
- Employee self-service portal



# From Health to Wealth



## Individual Tax Preparation

## Insurance Services

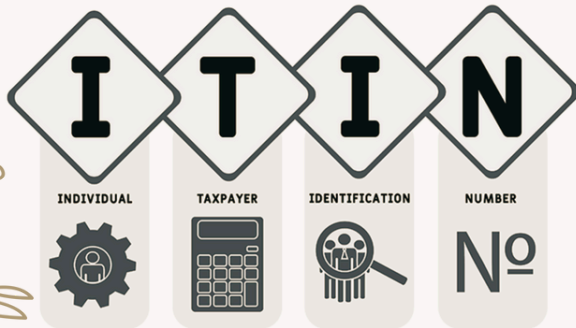
- Health, Vision and Dental Insurance
- Life Insurance
- Cancer, Disability & Accident Coverage
- Business insurance consulting



- Federal and state income tax returns
- Tax planning for individuals
- ITIN applications and renewals
- Tax resolution services

# JY Specialties

## ITIN REQUEST SERVICE



- Assistance with obtaining ITIN for individuals without SSN
- Documentation preparation and submission
- Follow-up with IRS for approval

## THE ULTIMATE GUIDE TO PAYROLL SETUP FOR BUSINESSES

Is a comprehensive digital guide designed to help business owners navigate payroll management with ease, covering everything from payroll essentials and compliance to tax filing and employee benefits.

Whether you're starting a new business or optimizing an existing one, this guide offers step-by-step instructions and valuable insights to ensure seamless payroll processes.



THE ULTIMATE GUIDE TO  
PAYROLL SETUP  
FOR BUSINESSES

JY Services & More Inc

E-BOOKS

# JY Specialties

## PREMIUM CORPORATE KIT



Ensure your business is well-organized and compliant with our Premium Corporate Kit, the ultimate solution for business entities seeking a comprehensive and professional approach to corporate record-keeping.

### **Perfect for New Businesses:**

Ideal for startups and small businesses looking for an organized way to keep records.

**Elegant Design:** The durable, high-quality binder comes with a sleek leatherette cover, providing a professional look that's perfect for board meetings and presentations

### **Minutes and Bylaws**

**Templates:** Simplify your corporate governance with easy-to-use templates for minutes, bylaws, and resolutions, allowing you to focus on growing your business.

## REMOTE NOTARIZATION



This method allows individuals to get documents notarized without being physically present in the same location as the notary. The process involves video conferencing, electronic signatures, and digital notary seals, ensuring the authenticity and security of the notarized document.

### **Convenience:**

Remote notarization allows individuals to notarize documents from anywhere, eliminating the need to travel to a notary's office. This is especially beneficial for those with busy schedules, mobility issues, or living in remote areas.

### **Time-Saving:**

The process is faster as it eliminates the need for in-person appointments. Documents can be notarized quickly, often within minutes, allowing for more efficient handling of time-sensitive matters.

### **Accessibility:**

This method provides greater accessibility to notary services, especially during times when in-person meetings are challenging, such as during a pandemic or natural disaster.

It also enables individuals in different geographic locations to access notary services easily.