ACTION ACCOUNTING

Our compliance process is designed to review client onboarding information, verify client portal setup, and assess billing requirements to uphold the highest standards of professionalism and transparency.

Overview of the Compliance Process:

1. **Review of Client Onboarding Information and Documents:**
    - We begin by reviewing the information and documents provided by our clients during the onboarding process.
    - This step helps us assess the completeness and accuracy of the information required for compliance purposes.
2. **Determination of Additional Information Needs:**
    - If any gaps or deficiencies are identified during the review, we determine the specific additional information or documents needed.
3. **Client Communication for Information Gathering:**
    - We reach out to the client to request any additional information or documents needed to complete the compliance review.
    - Our team provides clear instructions and guidance to facilitate the information-gathering process for the client's convenience.

4. **Verification of Client Profile:**
    - Concurrently, we verify that all client information associated with the client is set up correctly in our systems.
    - Accurate client information such as email and phone number ensures that we can efficiently contact the client throughout the engagement.
5. **Billing Assessment:**
    - As part of the compliance review, we assess whether there are any additional services or activities that need to be billed to the client.
    - Our thorough assessment ensures transparency and accuracy in billing practices.
6. **Client Notification:**
    - We notify the client of any additional information needs, client portal setup, and billing assessment outcomes.
    - Clear communication and proactive engagement help maintain transparency and client satisfaction throughout the compliance process.

7. **Tax Preparation Process:**
    - After the client has provided the requested documents, the tax preparer will start working on the tax return.

- As the tax preparer takes a deeper dive into your return, they may uncover additional info needed. If so, we'll reach out to you to get what we need.

8. **Follow-Up and Resolution:**
    - We follow up with the client as needed to ensure timely receipt of the requested information and address any outstanding issues.
    - Tax Preparation takes approximately 3-4 weeks from when we receive the required documents and information.
    - Our goal is to facilitate prompt resolution and ensure tax return can be completed by the IRS deadline and meet client expectations.
9. **Documentation and Record-Keeping:**
    - Throughout the compliance process, we maintain detailed documentation of all communication, information received, and actions taken.
    - This documentation ensures accountability, transparency, and upholds our commitment to excellence, integrity, and client satisfaction in all aspects of our services.

By implementing this comprehensive compliance process, we demonstrate our commitment to providing high-quality tax services while maintaining the highest standards of professionalism and compliance.