

# Capability Statement Tax

## Core Competencies

- Professionally Prepare Income Tax returns for individuals and small businesses
- Key Data Entry demographics w/emphasis to all numerical details SSN, EIN, DOB, Banking, etc. for accuracy
- Meet Deadlines for compliance
- Train, Delegate, Supervise, review, access, adjust and improve
- Authorized E-File provider, utilize recognized standards
- Ethical and Trustworthy

## Past Performance

- IRS US Treasury Department, NYS and other various State Departments of Revenue, Taxation and Finance; Prepare tax returns amendments and extensions, E-file, apply W7-Itin, Tax Planning, estimate taxes, handle written correspondence, POA to retrieve transcripts, resolve tax issues and abate penalties
- Utilize Drake Professional Tax Solutions software

## Differentiators

- Focus on details and meeting deadlines
- Open all year round
- Accept major credit cards
- Update annual CPE education credits
- We are articulate, clear & precise
- Enthusiastic & inspiring work environment
- Clients "Praise" Our diligent Work Ethics!
- Client references available
- Strategically involved to provide maximum value

## Company Data

Established since 1992, *M/WBE Certified Firm*. Small business located in Brooklyn NY Bedford Stuyvesant area. Operates year round *Tax and Business Center* providing *Clerical and Administrative Support i.e., Key Data Entry, Income Tax Preparation, Resolve Tax Matters, Notary Public, Private Mail Services, Call Interaction Center, Training Facility* to recruit, train and hire, helping to stimulate the economy. Member of Community Merchants Association, Brooklyn Chamber of Commerce and host of local charity events.

Twelve part-time seasonal employees, three full-time employees, otherwise staffed as needed. Interns and summer youth are used to fulfill assignments annually.

Award recipient of numerous honors, citations, woman of courage, and leadership. We're *Committed to Excellence* in an ethical prompt and courteous manner.

## Pertinent Codes

- **DUNS#** 940711427
- **CAGE CODE:** 5SMV1
- **Certifications:** *M/WBE NYC, NYS, WOSB, EBE*
- **NAICS:**  
541213 - Tax Preparation  
518210 - Data Entry Services
- **NIGP:** 94682,  
92021, 91580, 92024,  
96102, 91536



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