

## Business Process Solutions (BPS)



### Compliance Services

- Company formation and registration.
  - Incorporation of the entity (LLC or Corporation — C Corp or S Corp).
  - Registration with the relevant Secretary of State.
  - Obtaining the EIN (Employer Identification Number) from the IRS.
- Registered Agent and addresses.
  - Registered Agent (mandatory in the state of incorporation).
  - Registered Office Address.
  - Mailing Address / Business Address (mail receipt and forwarding).
- State compliance.
  - Annual Reports / Statements of Information.
  - State renewals and maintenance of good standing.
  - Certificates of Good Standing.
- Bank account opening and management.\*
  - Assistance with opening bank accounts in the United States.
  - Account closures.
- Licenses and registrations.
  - State and local business licenses.
  - Sales Tax Permit (when applicable).
  - Nexus analysis to determine whether the company has sufficient presence in a state to be required to collect and remit taxes there.

### Accounting & Tax Services

- Accounting.
  - Monthly bookkeeping.
  - Bank reconciliations.
- Federal tax compliance.
  - Federal tax filings: Form 1120 (C Corporations), Form 1120-S (S Corporations), and Form 1065 (Partnerships / LLCs).
  - Extensions (Form 7004).
- State tax compliance.
  - State income tax.
  - Franchise tax (California, Texas, Delaware, etc.).
  - Local taxes (if applicable).
- Information return filings.
  - Forms 1099 and 1096 (vendors and contractors).
  - Form 5472 (entities with foreign shareholders or related parties).
  - Forms 1042 and 1042-S (payments to nonresidents).
- Sales and Use Tax.
  - Periodic calculation and filing.
  - Multistate registration if nexus exists.
- Financial reporting.
  - Financial statements.
  - Financial consolidation.

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### State Withdrawal Services

- Evaluation of the company's operational status.
  - Review of outstanding tax obligations.
  - Identification of active licenses and permits.
- Formal procedures.
  - Filing of the Certificate of Withdrawal / Application for Withdrawal with the Secretary of State of the state of incorporation.
  - Cancellation or transfer of the Registered Agent, if applicable.
- Tax compliance.
  - Filing of final state tax returns (income, franchise, and sales tax) for the relevant state.
  - Settlement of outstanding taxes and maintenance fees.
- Administrative closure.
  - Cancellation of local licenses and permits.
  - Notification to employees and third parties as required by state regulations.
  - Recording of withdrawal documents in the corporate records.
- Post-withdrawal follow-up.
  - Confirmation of the company's status with the state after withdrawal (good standing or final compliance confirmation, as applicable).

### Payroll Services

- Payroll management.
  - Weekly, biweekly, or monthly payroll processing.
  - Calculation of wages and benefits.
- Employee onboarding and terminations
  - New hire reporting.
  - Employee terminations and separation processing.
- Payroll taxes.
  - Federal payroll taxes (IRS): Forms 941 and 940.
  - State payroll taxes.
  - Unemployment insurance (FUTA / SUTA).
- Information reporting forms.
  - Forms W-2 and W-3 (employees).
  - Form 1099-NEC (independent contractors).
- Employee benefits and labor compliance.
  - Workers' compensation.
  - Health insurance coordination (if applicable).
  - Federal and state labor law compliance.

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