



CONTACT US

☎ 1-855-MEDZAM1 (6339261)

Fax: (425) 818-9600

f @medzamconsulting

contact@medzamconsulting.com

www.medzamconsulting.com

It is prohibited for any person or company to copy, reproduce or distribute the same or similar content as this information, without the proper authorization of Medzam Consulting LLC.

Medzam Consulting LLC does not provide legal services. The information contained in this brochure is solely for general information purposes. This information should not be taken as legal advice for any individual case or situation. All information shared in this brochure possesses an informative character, in no case does it establish nor constitute a client-consultant relationship.



Accounting, Tax & Business Services

BROCHURE



We want our clients to be focused on the daily operations and activities for their business while at Medzam Consulting, we design the best strategies for its administrative and management functions.

PHILOSOPHY

MISSION

To provide professional services in areas of impact that allow you and your business with stability, development, and growth. Our focus is on providing comprehensive services with a heightened sense of responsibility and joining efforts with our clients and partners to generate results.

VISION

To lead our firm with services that favorably impact the way of doing business for individuals and businesses through the use of strategies and initiatives in order to produce the necessary assistance and present a community that is committed to the success of businesses in distinct areas and/or topics.

COMPANY VALUES

Professionalism
Commitment
Compliance
Opportunity
Integrity

OUR COMPANY

At Medzam Consulting, we provide professional services in areas of impact to allow you as well as your business to proceed with the opportunity for stability, development, and growth.

We focus on **providing comprehensive services to individuals and businesses** with a heightened sense of responsibility, elevating our efforts toward the Hispanic and/or Latino community.

We are a firm committed to the development and growth of our clients, relying on our **professional experience in several business processes in the areas of Accounting, Finance, Taxes, Payroll, and other operative functions**, including audits and human capital management.

Our experience is **based on small and medium-sized businesses** in the following industries and/or sectors: Construction, Food/Hospitality, Maintenance Workers, Education, Automotive, Telecommunications, amongst others.

SERVICES

Business Advise and Consulting

We offer advisory services and assist our clients in the development of their business idea with the provision of structured support.

We provide an optimized administrative and commercial system, providing you with the necessary tools to jumpstart and strengthen your business.

We are equipped to provide assistance in the topics of Incorporations, Registrations, Licensing, Business Planning, Budgeting, and other related, for each type of business with the observance and compliance of local, state, and federal laws.

Federal, State, and Local Tax Returns

Preparation of Federal Tax Returns for individuals and businesses to the authority of the Internal Revenue Service (IRS).

State and Local Tax Returns for individuals that are working as self-employed and/or businesses.

TIN Application/Request and Renewal

We assist individuals and/or businesses with the application and renewal of their Taxpayer Identification Number (TIN).

For businesses, the application could be for an Employer Identification Number (EIN). For individuals, depending on their immigration status, the application is for an Individual Taxpayer Identification Number (ITIN).

Sales Tax

We provide consultation services in the areas of State and Sales Tax for a diverse arrangement of commercial activities.

Business and Occupation (B&O) Tax, Retail Sales Tax, Income Tax, Self-Employment Tax, Employment Tax, Excise Tax, Property Tax, Use Tax, Litter Tax, and others that apply for individuals participating in commercial activities on their own account.

Monthly, Quarterly, and/or Annual Sales Tax Reports for local and state purposes. Application and renewal of Reseller Permits for the Wholesaling of goods and services.

Accounting & Bookkeeping

We provide support and resources in the areas of Accounting and Bookkeeping for your business, such as the following:

- Preparation and Cleanup of Accounting Records (Ledger, Journal, and Inventory).
- Accounts Receivable (Customers) and Accounts Payable (Vendors).
- Financial Statements: Balance Sheet, Cash Flow, Profit and Loss.
- Record of Closing Entries and Reports by each period (monthly, quarterly and/or annual).
- Reconciliation of Books and Accounts (Bank, Credit Card, etc.).

Payroll

Administration and management of employees through the provision of several services, including:

- Preparation of Checks and Pay Stubs for Employees (weekly, biweekly, and/or monthly basis).
- Payroll Tax services, tax paid on the wages and salaries of employees, for businesses.
- State Tax Reports (Quarterly) with the Department of Labor & Industries and the Employment Security Department.
- Definition/Description and Management of Profiles for Employees.
- Cost Analysis and Reporting of project-based payrolls.

