

UPC BUSINESS SOLUTIONS™

BUSINESS COMPLIANCE SPECIALIST FOR SMALL BUSINESS OWNERS

Dear Small Business Owner,

UPC Business Solutions has created a Business Compliance Program for the small business industry. With our direct insight to all the new and existing laws and regulations pertaining to small businesses around the country, we are now offering a complete package to help save you thousands of dollars in legal fees and keep your doors open for business.

According to Smallbiztrends.com, only 66% of small businesses remain in business after two years and only 40% after four years. Knowing about your particular service or product does not prepare you for the perfect strategy required to run your business. There are five different business entity structures to choose from, over nine taxing authorities to deal with, leases, insurance, employees, contract labor, bookkeeping, marketing and many more entities that can make or break your business.

UPC Business Solutions has over 25 years' experience in designing and implementing company strategies for success. We have been in the tax compliance industry for over 10 years and have helped thousands of clients with their tax compliance issues. Once you receive a notice from the IRS, most companies will charge over \$6500.00 in fees just to address the issue. One disgruntled employee or independent contractor can cause the failure of your business. The UPC Business Compliance Program will help stop many of these issues from arising.

The Business Compliance Program is divided into two segments. The Entity Compliance System and the Entity Design System.

ENTITY COMPLIANCE SYSTEM:

The Entity Compliance System is a very intensive look at ALL of the aspects of your particular business. This system reviews all of the listed entities for legal and safety compliance. There will be a detailed report of all the findings with a proposed action or change required.

Fee: \$1,500.00-\$5,000.00/per location (Varies due to complications of non-compliance)

This system includes reviewing the following:

BUSINESS ENTITY:

- Trademark/Patent/Copyright Compliance.
- Franchise/Licensor Compliance.
- State License Compliance.
- City License Compliance.
- County and State Health Code Compliance.
- Local Zoning Law Compliance.
- Federal EIN Compliance.
- DBA Compliance.
- Company Federal Income Tax Compliance.
- Company State Income Tax Compliance.
- Officer/Member Federal Income Tax Compliance.
- Officer/Member State Income Tax Compliance.
- Personal Use Tax Compliance.
- State Sales Tax Compliance.
- Unemployment Tax/State Compliance.

Unemployment Tax/Federal Compliance.
Medicare Tax Compliance.
Workman Comp Compliance.
Social Security Administration Compliance.
Shareholder Agreement Compliance.
Member Agreement Compliance.
Partner Agreement Compliance.
Banking Compliance.
Property/Liability Insurance Compliance.

EMPLOYMENT ENTITY:

Employment Agreement Compliance.
Independent Contractor Agreement Compliance.
Lessee on Property Agreement Compliance.
Payroll Tax Compliance.
Tipping Compliance.
Liability Insurance Compliance.
Health Insurance Compliance.
OSHA Compliance.
Human Resource Manual Compliance.
Customer Safety Compliance.
Customer Service Compliance.

ACCOUNTING ENTITY:

Income Reporting Compliance.
Deduction Reporting Compliance.
Payroll Compliance.
Asset Reporting Compliance.
Monthly P&L Compliance.
Review proper tax entity filings.
Review income tax returns.

INDEPENDENT CONTRACTOR ENTITY:

Employment Classification Compliance.
Independent Contractor Agreement Compliance.
Lessee Agreement Compliance.
I.C. Property/Liability Insurance Compliance.
I.C. Federal/State Agency Guideline Compliance.
ABC Rule for I.C. Compliance.
State/County/City Health Code Compliance
I.C. State/City License Compliance.
I.C. EIN Compliance.

ENTITY DESIGN SYSTEM:

The Entity Design System is the creation or re-structuring of the listed aspects of your business for maximum success, support and liability reduction. This system includes one-on-one business design, implementation and ongoing support.

Fee: \$5,000.00-\$25,000.00/per location (Varies due to complications of non-compliance and selections made)

This system includes creation of the following:

BUSINESS ENTITY:

- Create or re-establish the correct business entity that will best suit the needs of the particular small business.
- In depth detail about the different variations of these entity's.
- Complete walk-through of the process required to complete the entity process.
- Preparation of your business structure, including:
 - Necessary applications needed to form a Sole Proprietorship, LLC, Partnership, S-Corporation, C-Corporation.
- Create any necessary Shareholder/Member/Partner Agreement.
- Review or Create the following:
 - State filings for your specific entity.
 - IRS filing for S-Corp status if required.
 - EIN filing with the IRS.
 - Business License application for state or local requirements.
 - Obtain all necessary tax permits and structures
 - Personal Use Tax
 - State Sales Tax
 - Workman Comp
 - Federal Unemployment
 - State Unemployment
 - Medicare
 - Social Security Administration
 - Proper filings for necessary banking requirements.
 - Create and implement Trademark/Patent/Copyright guidelines.
 - Review and consult on Franchise/Licensor information/procedures required.
 - Obtain any State/County/City Health Permits and guidelines.
 - Review and obtain all proper Property/Liability Insurance programs.

EMPLOYMENT ENTITY:

Discuss in detail the state and federal guidelines for employment classification. This will be broken down into three potential employment categories:

- Staff as Employee - Discuss in detail the guidelines and procedures needed to qualify tattooist as an employee. This will include a packet of all needed documents.
- Staff as Independent Contractor (IC) - Discuss in detail the federal and state guidelines and rulings that need to be followed to qualify tattooist as an Independent Contractor. This will include a packet of all needed documents.
- Staff as Lessee on Property - Discuss in detail the federal and state guidelines for the different types of leases that will pertain to the tattoo industry. This type of structure will also include the information and materials that are required in the Independent Contractor segment. This will include a packet of all needed documents.
- Create and implement all Employee Agreement Contracts.
- Create and implement all Independent Contractor Agreement Contracts.

- Create and implement all Lessees on Property Agreement Contracts.
- Create and implement all Independent Contractor tax survival seminars.
- Create and implement any tipping compliance program.
- Implement any OSHA requirements for employees and I.C.
- Create program for I.C. to obtain Liability/Product Insurance.
- Create and implement Health Insurance program.
- Create and implement company HR manual.
- Create and implement company Customer Service/Safety program.

ACCOUNTING ENTITY:

- Discuss in detail required and suggested bookkeeping and tax strategies for maximum protection and compliance for the small business owner. This package will focus on the following strategies:
- Creation of a proper bookkeeping format, including:
 - Proper income reporting
 - Proper deduction reporting
 - Asset classification
 - Employee payroll standards
 - Contract Labor standards
 - Proper banking procedures
- Creation of a proper tax strategy, including:
- One-on-One consultation about your specific business situation. Including:
 - Type of business entity
 - How many owners are involved
 - Type of owners that are involved
 - Capital investment involved
 - Assets involved
 - Short and long term financial outcome
- Complete written outline for strategic tax planning, including:
 - Labor IRS forms
 - Income reporting
 - Deduction reporting
 - Asset reporting
 - 179 elections
 - Capital elections
 - Loans
 - Wages, Salaries
 - Guaranteed Payments
 - Distributions

INDEPENDENT CONTRACTOR ENTITY:

- Consultation and implementation of the specific small business employment structure
 - Staff as an employee
 - Staff as an independent contractor
 - Staff as a lessee
 - Create and implement a proper I.C. agreement contract.
 - Create and implement a proper I.C. Lessee agreement contract.
 - Perform an I.C. business compliance check for each individual.
 - State Business License.
 - City Business License.
 - Sales Tax License.

- Personal Use Tax compliance.
- EIN compliance.
- Insurance compliance.
- Health Card compliance.
- Implement a tax program for I.C. employees.

Thank you,

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