



CERTIFIED PUBLIC ACCOUNTANT

MONTHLY RETAINER ENGAGEMENTS

Accounting & Bookkeeping
Tax Compliance Services
Payroll & Government Remittances



Let us take care of the numbers so that you can focus on what really matters – running your business!

Welcome to Upturn Business Solutions, your trusted partner for Accounting & Bookkeeping, Tax Compliance Services, Payroll, and Government Remittances. Our team of seasoned Philippine Certified Public Accountants (CPAs) brings over a decade of experience in bookkeeping, tax filing, and managing various BIR tax requirements, payroll, and mandatory government remittances for employers, including the Social Security System (SSS), PhilHealth, and Pag-IBIG.



We are accredited by the Board of Accountancy (BOA) and the Bureau of Internal Revenue (BIR) as public accountants and tax practitioners. Our business is legitimately registered with the Securities and Exchange Commission (SEC) and the BIR, and we hold a valid business permit from the local government. For over ten years, we have assisted micro, small, and medium enterprises, online sellers, freelancers, and professionals with their books of accounts, and monthly, quarterly, and annual tax filings, financial statements, government remittances, and more.

CONNECT

WITH US!

We are Located in Valenzuela City, Metro Manila, we provide tailored assistance to startups, small and medium enterprises (SMEs), and freelance professionals. Let us handle the complexities so you can focus on growing your business.

- ▶ Our team of seasoned Philippine Certified Public Accountants (CPAs)
- ▶ We are accredited by the Board of Accountancy (BOA) and the Bureau of Internal Revenue (BIR)

Discover the Upturn difference. Simplify your business journey with us.



What We Can Help You

Worry-Free and Time Saver BIR Tax Compliance

In our Worry-Free and Time Saver in BIR Tax Compliance. We will be responsible for all your BIR Tax Filings and Tax Payments!

Package 1

Bookkeeping and Tax Compliance

Taxpayer Category	VAT Registered	Non-VAT Registered
Professional	8,000	4,5000
Online Seller	10,000	5,000
Sole Proprietor	15,000	7,000
Corporation & Partnership	30,0000	15,000
Assoc., Coop. & other non-profit org.	-	10,000

Notes:

Please be informed that this document is exclusively intended for your use. We cannot be held liable for any unauthorized distribution or any resulting damage or liability it may incur. Your understanding and adherence to this confidentiality are greatly appreciated. Fees may change without prior notice.

The fees are applicable only to micro and small taxpayers and are not applicable to top withholding agents, medium, and large taxpayers.

INCLUSIONS

- ✓ Onboarding Training and Seminar to Avoid Penalties
- ✓ Organizing and Filing of Documents
- ✓ Recording of Day-to-Day Transactions
- ✓ Bookkeeping and Accounting Assistance
- ✓ Online File Storage
- ✓ Monthly Reports
- ✓ Tax Computation
- ✓ Tax Return Preparation and Filing (BIR Filing)
- ✓ Free Consultation

EXCLUSIONS

- ✗ Out-of-pocket expenses (OPE) such as government fees (if applicable), printing, photocopying, notarization, per diems, transportation, representation, QuickBooks subscription (if applicable), and other related expenses
- ✗ Business permit renewal (separate engagement)
- ✗ Financial statements audit certification and filing (separate engagement)
- ✗ BIR filings that require in-person processing at the BIR office, such as the submission of BIR
- ✗ Form 2316 and the inventory list, loose-leaf binding and filing, notarized Income Payee's
- ✗ Sworn Declaration of Gross Sales, Contract of Lease, and Lessee Information Statement, are charged at P1,500 to P5,000 + OPE per filing.

ADD-ONS

Fees apply only to the main branch. Additional branches will incur an additional 30% fee based on the main branch's fee structure.

We require a deposit equivalent to one month's fee after signing the engagement letter and before onboarding.

Add On:

SSS, PhilHealth & Pag-Ibig Remittances (P1,500 + P200 per headcount per month)

What We Can Help You

Stress-Free Tax Compliance

In our Stress-Free Tax Compliance services, we will do all the legwork and we will SAVE you a HUGE chunk of your TIME!

Package 2

Tax Compliance Package

Taxpayer Category	VAT Registered	Non-VAT Registered
Professional	4,000	2,000
Online Seller	4,000	2,000
Sole Proprietor	15,000	7,000
Corporation & Partnership	10,000	7,000
Assoc., Coop. & other non-profit org.	-	5,000

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INCLUSIONS

- ✓ Onboarding Training and Seminar to Avoid Penalties
- ✓ Online File Storage
- ✓ Monthly Reports
- ✓ Tax Computation
- ✓ Tax Return Preparation and Filing (BIR Filing)
- ✓ Free Consultation

EXCLUSIONS

- ✗ Updating Book of accounts
- ✗ Organization of supporting documents
- ✗ Out-of-pocket expenses (OPE) such as government fees (if applicable), printing, photocopying, notarization, per diems, transportation, representation, QuickBooks subscription (if applicable), and other related expenses
- ✗ Business permit renewal (separate engagement)
- ✗ Financial statements audit certification and filing (separate engagement)
- ✗ BIR filings that require in-person processing at the BIR office, such as the submission of BIR Form 2316 and the inventory list, loose-leaf binding and filing, notarized Income Payee's Sworn Declaration of
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Why choose us for your business?

- ▶ At Upturn Business Solutions, our experienced team ensures your financials are accurate, reliable, and tailored to your business needs.
- ▶ Utilizing the latest technology, Upturn Business Solutions streamlines your accounting processes for maximum efficiency and clarity.
- ▶ Our commitment to exceptional client service means we are always here to provide guidance and support whenever you need it.



CERTIFIED PUBLIC ACCOUNTANT

“ Effective accounting solutions are the compass that guides businesses toward financial success and stability.

OUR CLIENTS



Contact us today to schedule a Free Consultation

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