

JOHNSON & SEMKEN, CPAs, PC

CERTIFIED PUBLIC ACCOUNTANTS • AICPA • UACPA

As a firm we believe in providing accurate, timely work, whether it is the preparation of a tax return or an accounting related service. We take a proactive approach with our clients, identifying potential tax saving strategies and ways for our business clients to be more successful. We encourage questions throughout the year and strive to respond promptly.

We are a full-service firm that provides Business and Individual Tax Preparation & Planning, QuickBooks Consulting and Setup (desktop and online), Business Consulting, Bookkeeping Services, Payroll Setup, Payroll Tax Preparation, and Sales Tax Filings. We are well-equipped to meet your various accounting and tax needs. We bill tax returns based on a per forms rate. Consulting, accounting, and other related services will be billed at our applicable hourly rates which range from \$50-300 an hour, depending on staff requirements.

This is what you can expect from our firm each tax season:

1. We will prepare an engagement letter that estimates our cost for preparing your return. We will have you sign and return the letter to confirm that you would like us to prepare your return.
2. We will send you a checklist of the documents that you used on your prior year return to serve as a guide for the documents you might need to submit for the current tax year.
3. We will send you a questionnaire that helps us identify potential changes from year to year.
4. Once all your documents have been received, we will go over the checklist and review any new or missing items with you.
5. We will then prepare and review your return and send it to you for your review. Our turnaround time is typically 2 weeks after we receive your last document.
6. If there are any changes to be made, we will discuss it with you at that point.
7. If everything looks correct, you will sign the Form 8879 and return it to us with payment.
8. We will electronically file the return upon receiving the signed 8879.


We encourage the use of our secure portal, Revver by eFileCabinet, to digitally exchange documents with our firm. If you would like to use this option, please let us know and Sherry will send you an invitation via email.

You are also welcome to drop documents off and come back to pick up them up along with your completed return. An appointment is not necessary for dropping off your documents or picking up your return; however, we do encourage you to spend 5-10 minutes with our staff to discuss the documents that you bring in. You may schedule an appointment if you would like - this is often more beneficial at the end so you can review your completed return with us.

You can reach us by phone at 801-813-1040, and by email at office@jandscpas.com. Our office hours during tax season are Monday - Friday 8AM - 6PM.

We look forward to working with you.

Sincerely,



Johnson & Semken CPAs

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