

To All Our Entity Clients,

Greetings from the staff at West Suburban Companies! We hope that last year was a prosperous one for all.

As the year progresses, we would like to have you start thinking about compiling all your information pertaining to your entity from the previous tax year so that we may assist you in filing your tax returns in a timely manner. Please keep in mind we have established different business models for your specific needs such as:

**Virtual CFO**     An on-going engagement to oversee all your financial issues and includes the Virtual Controller

**Virtual Controller**     An on-going engagement to watch all bookkeeping, accounting, and tax needs

**Accounting & Tax Preparation**     On an annual engagement - review and prepare financial statements and year end tax returns

The following page will help you with the specifics needed to complete your Tax Return. In summary, depending on your circumstances, your needs will differ on a case-by-case situation.

If you have any questions, please do not hesitate to call or email us using the provided below.

Thank you for your business.

Sincerely,

*Stephen A. Vranek*

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