



**Premium Merchant Funding**

[www.pmfus.com](http://www.pmfus.com)

# BOOKKEEPING SERVICES



# Who We Are?

Premium Merchant Funding consists of a team of experienced financial professionals dedicated to providing clients with timely, accurate, and adaptive strategies for managing their overall financial needs. We tailor our financial management strategies to their specific needs and modify them as they change to make sure that we maintain the highest level of professional service.

## Our Support Team

Our bookkeeping department specializes in accounting services that are performed by certified professionals - tax preparers, bookkeepers, and CPA's.



### Our Experience

We provide first-class service with decades of combined accounting experience to ensure that you stay accountable to your goals.



### Our Resources

We analyze your accounting framework and start a strategy to help you grow - all powered by the best tech in the marketplace.



# About Us

**Premium Merchant Funding's bookkeeping department** is primarily a team of financial professionals with years of experience dedicated to providing small and medium-sized business owners with a wide range of business services and solutions.

We care about each and every one of our clients, and so we create and implement strategies to maximize the growth, preservation, and management of their business and personal wealth. We understand that managing payroll, bookkeeping, and tax compliance can get tedious and time-consuming. With the confusion surrounding the organization of details and documents, we pay attention to every question and concern. We are there to guide them every step of the way. This way, we help educate our clients to make them worry less and trust our process and ability to deliver results.

We believe that managing personal and business finance involves long-term support and not just a series of transactions or short-term assistance. As every client has specific needs, we tailor our strategies and modify them as they change, to make sure that we maintain a timely, accurate, and adaptive approach to managing their overall and ever-changing financial situation. This allows us to offer thorough, easy-to-understand alternatives. This is how we guarantee to provide you with top-notch services for you and your business.

We put high regard on the trust given to us by our clients and so you can expect the most courteous and respectful conduct from everyone associated with our team. We strive for a quick and efficient solution to every inquiry or concern and offer caring, personal attention to your individual needs and circumstances. This is the way we show our commitment to building a long-standing relationship with you.

Many of our clients have been with us for years. From the moment they opened their first business venture until they expanded to the next opportunity, we have been with them through their journey. Our guidance, by way of accurate calculations, projections, and reports, proved to be handy in enabling them to take calculated risks in their business and personal finance. It's a testament to making such great traditions of seeing our clients achieve their business successes and personal finance goals, and we'd like to be part of your own journey as you take your next steps toward achieving financial freedom.

On behalf of our team, I look forward to working with you and guiding you through your next steps!

**Josh Levine, CPA**

Director of Premium Merchant Funding Bookkeeping  
CEO of Levine and Associates

# Our **Mission**

At Premium Merchant Funding, our goal is to ensure our clients reach and maintain financial prosperity. Therefore, we work hard to find the strategies that benefit you the most.

## Here's what we provide:



Easy-to-understand yet comprehensive solutions



Insightful advice



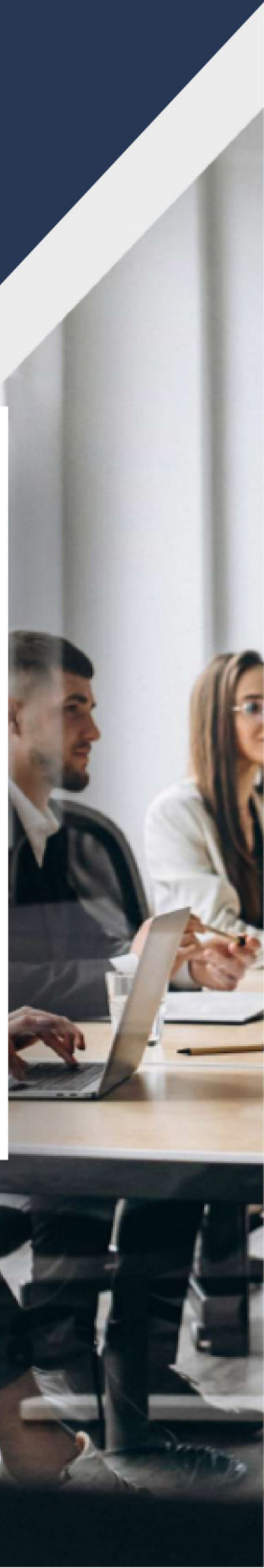
Personalized strategies, just for you



Ongoing communication to answer any questions



Updates on your account





# Our Services

Premium Merchant Funding's bookkeeping division provides businesses and individuals with a variety of services, personalized to fit their specific needs.



## Business Consulting

Improve your business's performance by consulting with our team.

## Payroll

Stop worrying about your payroll system – our experts will provide the perfect payroll solution.

## Corporate Taxes

Maximize your company's tax savings by letting us handle your taxes.

## Individual Taxes

Our specialists stay up-to-date on all tax laws, so we can recommend strategies that will minimize your tax liabilities and maximize your earnings

## Bookkeeping

Our experienced professionals will take care of your accounts, ensuring your finances are up-to-date.

## Entity Formation

We'll help you determine the best business type and if your desired name is available, while also taking care of all the necessary paperwork.



# Basic Package

With an option to pay in 12  
Monthly Installments

- » Assist with the monthly bookkeeping services, along with an overview of the company;
- » Provide monthly financial statements including balance sheet, profit and loss, and statement of cash flows based on your bank and credit card transactions;
- » Maintain the entities' books and records and make necessary adjustments and reconciliations;
- » Quarterly phone meetings with you to discuss the financials and trends;
- » We will be available on an "as need" basis when accounting or financial issues arise;
- » Assist the company with filing payroll taxes;
- » Handle workers' compensation and disability information audit for your entities if necessary. This does not include Governmental agency audits.



# Standard Package

With an option to pay in 12  
Monthly Installments

- » All services provided in package 1, and in addition;
- » Set up systems for controls to ensure all systems run smoothly and efficiently;
- » Analyze the books and records of your entity and provide a more detailed analysis of the financials;
- » Prepare annual budget for review as well as general projections and forecasts for the business;
- » Advice on cost savings methods for your business;
- » Provide strategic tax advice and planning to the company;
- » Monthly phone meetings with you to discuss the financials and trends;
- » Prepare federal, state, and city income tax returns for your entity;
- » Preparation for owners' returns if they wish.





# Premium Package

With an option to pay in 12  
Monthly Installments

- » All services provided in package 2, and in addition;  
» Bill pay including sending out checks and paying other bills;
- » Keeping track of your accounts payable to advise on amounts you owe to vendors;
- » Limited back office support;
- » Prepare the company for growth by developing systems and putting them in place
- » Prepare monthly and weekly budgets for each entity;
- » Prepare monthly cashflow projections;
- » Handle the financing needs and work with banks to be able to obtain the necessary financing in the most beneficial way.



# Contact Us



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