

List of services for maintenance of business and tax accounting.

1. A foreign citizen counseling in questions of taxation according to Russian legislation.
2. Counselling in questions of procedure for calculating and for payment of accrued taxes and charges.
3. Accounting in all possible business legal forms of property in accordance with the existing legislation. Preparation and delivery of accountance and tax returns to the tax bodies and extrabudgetary funds (zero turnovers).
4. Accounting in all possible business legal forms of property in accordance with the existing legislation. Preparation and delivery of accountance and tax returns to the tax bodies and extrabudgetary funds (depending on the scope of services and accomplished transactions).
5. Complete or local recovery of business and tax accounting of organization. Preparation and delivery of revised tax returns to the Federal tax agency's inspectorate and extrabudgetary funds for each month of recovery period.
6. Preparation and delivery of zero accountance and zero tax returns to the tax bodies and extrabudgetary funds, including:
 - organizations
 - individual entrepreneurs.
7. Preparation and delivery of accountance and tax returns to the tax bodies and extrabudgetary funds.
8. Preparation and delivery of information about the individual personified record in the system of compulsory pension insurance, including:
 - filling data on one employee
 - formation of a complete set of data with a following data verification with the report of compulsory pension insurance.
9. Preparation of tax record cards for income accounting and personal income tax accounting (Form 1-TIPI (Tax on Individual Person's Income)).
10. Preparation and execution of statements on personal incomes (Form 2 -TIPI), including:
 - filling data on one employee
 - formation of a complete set of data.

11. Preparation and execution of tax returns 3-TIPI and 4-TIPI.
12. Preparation and delivery of a statement about opening (closing) of an account to the tax bodies and extrabudgetary funds.
13. Calculation of sick leave certificates.
14. Leave calculation.
15. Calculation of compensation for unused leave on the moment of dismissal of employee.
16. Control of correct computation of taxes by the tax bodies for transport tax and personal income tax.
17. Regulation of questions connected with compensation of extra paid tax amounts with tax bodies, with confirmation of tax payment and other issues.
18. Verification of accrued taxes, fees, penalties, arrears and payments recieved on account of tax inspectorate with the tax bodies.