

A TRUE DREAM ENTERPRISE – MASTER SERVICE CATALOG

1. Tax Preparation & Filing

Comprehensive preparation and filing of all types of tax returns for individuals and businesses.

Individual Filing Statuses & Returns:

- Single
- Head of Household
- Married Filing Jointly
- Married Filing Separately
- Qualifying Widow(er) with Dependent Child
- Form 1040 (U.S. Individual Income Tax Return)
- Amended Returns (Form 1040X)

Individual Schedules & Forms:

- Schedule C – Profit or Loss from Business (Self-Employed)
- Schedule E – Rental Property, Partnerships, S Corporations, Estates, Trusts
- Schedule D – Capital Gains & Losses
- Schedule SE – Self-Employment Taxes
- 1099 Reporting
- 1099-R – Retirement Income
- Social Security & Pension Reporting

Business Entity Returns:

- Sole Proprietorship – Form 1040 + Schedule C
- Partnerships – Form 1065
- C Corporations – Form 1120
- S Corporations – Form 1120-S
- LLC (Single-Member or Multi-Member)
- Nonprofits – Form 990 Series
- Payroll Tax Filings – Forms 940, 941, W-2, W-3
- Excise Taxes – Industry-specific returns (alcohol, fuel, etc.)
- Franchise & Gross Receipts Taxes

Other Tax Services:

- Estimated Taxes (Quarterly – Form 1040-ES)
- State & Local Tax Returns
- Multi-State Filings
- Sales & Use Tax Returns
- Tax Notice & Compliance Assistance

2. Tax Planning & Audit Assistance

- Income Tax Minimization Strategies
- Deductions & Credits Optimization
- Retirement & Investment Tax Strategies
- Estate & Gift Tax Planning
- Charitable Giving Planning
- Multi-State & International Tax Guidance
- Tax-Deferred & Tax-Free Growth Strategies (HSAs, 529s, Roth IRAs)
- Year-End Tax Planning
- Audit Preparation & Representation
- IRS & State Tax Notice Responses

3. Business Services

Business Formations:

- LLC Setup (Articles of Organization, EIN, Operating Agreement)
- Corporation Setup (C-Corp & S-Corp)
- Partnerships (General & Limited)
- Nonprofit Organizations (Incorporation + IRS 501(c)(3) filing)
- DBA (Doing Business As)
- EIN Registration

Business Conversions & Restructuring:

- Sole Proprietorship to LLC
- LLC to Corporation or S-Corp
- Partnership to Corporation
- Entity Dissolutions & Reinstatements
- Multi-State Registrations
- S-Corp Election (Form 2553)

Business Solutions & Compliance:

- Operating Agreements & Bylaws
- Annual Report Filings
- Business Licensing & Permits

- Corporate Minutes & Resolutions
- Registered Agent Services
- Business Advisory & Planning

Payroll & Bookkeeping:

- Payroll Processing & Tax Filings
- Employee/Contractor Setup
- Monthly/Quarterly/Annual Reports
- Bookkeeping & Business Expense Organization
- Business Book Organization (Financial & Operational Records)

4. Legal Document Services

- Legal Drafting (Contracts, Agreements, Letters)
- Legal Research (Paralegal Support)
- Draft of Pleadings (Paralegal)
- U.S. Immigration Forms
- U.S. Residency Renewal Applications
- Dominican Republic Cedula & Residency Applications
- Visa Applications (U.S. & Dominican Republic)

5. In-Person Bronx, New York Office Meetings

- Available for any service above, including:
 - Tax Preparation & Filing
 - Tax Planning & Audit Assistance
 - Business Services
 - Legal Document Services
 - Travel & Rentals
 - Loans, FAFSA, Mortgage Services

6. Travel & Rentals (Sosua, Dominican Republic)

- Customized Travel Packages
- Excursions & Tours
- Private Chef Services
- Private Chauffeur Services
- Rental Cars
- Event Planning (Weddings, Parties, Corporate Events)
- Villa & Vacation Rental Assistance

7. Loans, FAFSA, Mortgage Services

- Loan Applications Assistance
- FAFSA Applications
- TAP & Financial Aid Applications
- Grant & Scholarship Guidance
- Mortgage Guidance & Applications
- Document Gathering & Preparation

8. Additional Services

- Website Creation (Domain, Hosting, Email Setup)
- Resume Drafting & Finalization
- College Essay Writing & Editing
- Project Drafting & Assistance

✦ This catalog serves as a complete internal reference of services provided by A TRUE DREAM Enterprise.