

# RATE LIST

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Accounting, Tax, and general business services

Tax return - Self-employed/farming activities

Payroll services

Accounting software

Consultation services

Rebate

Notes

This rate list is effective from **September 1, 2023**. Please note that this rate list is subject to change without notice. Applicable taxes for your province are additional to the rates below. Some additional fees may apply depending on your situation. Please refer to the notes that apply to your service requested. The rates in this document are for each company unless otherwise indicated in the notes section.

# BUSINESSES

## ACCOUNTING

| Type of services   | Rates                             | Notes              |
|--|-----------------------------------|--------------------|
| File opening   | \$100.00                          | <b>1</b>           |
| File Closure   | \$50.00                           | <b>1</b>           |
| Junior Accounting Technician and monthly customer                                  | \$85.00                           | <b>7 and 9</b>     |
| Senior Accounting Technician and occasional customer                               | \$130.00                          | <b>7, 9 and 11</b> |
| Income tax return  | Starts at \$750.00                | <b>4 and 13</b>    |
| Income tax return if bookkeeping completed by Comptabilité JP Bédard Inc.          | Starts at \$650.00                | <b>4 and 13</b>    |
| Semi-annual accounting/taxation follow-up of business (mandatory with bookkeeping) | \$225.00                          | <b>4 and 13</b>    |
| Payroll services   | On request                        |                    |
| Cost for a GST/HST/QST return, CNESST (PQ and BC), and Registrar Update            | \$35.00                           | <b>4 and 9</b>     |
| Mailing accounting documents   | According to the Canada Post rate |                    |

## TAXATION & ACCOUNTING SOFTWARE

| Self-employed and Farming activities (T2125/T2042)            | Rates    | Notes   |
|---|----------|---------|
| Company file provided/completed                               | \$225.00 | 4       |
| Business file not provided. Accounting required. Hourly rate. | \$85.00  | 4 and 7 |
| GST/HST/QST Return  | \$35.00  | 4       |

| Software                       | Rates      | Notes |
|--------------------------------|------------|-------|
| Sage 50                        | \$250.00   | 2     |
| QuickBooks Online – EasyStart  | \$300.00   | 2     |
| QuickBooks Online – Essentials | \$400.00   | 2     |
| QuickBooks Online – Plus       | \$600.00   | 2     |
| QuickBooks Online – Advanced   | \$1,025.00 | 2     |

## REBATES & CONSULTATION SERVICES

| Type of rebates            | Rates    | Notes    |
|----------------------------|----------|----------|
| Individual client referral | \$7.50   | 3        |
| Company client referral    | \$250.00 | 3 and 14 |
| Annual loyalty             | 1%       | 16       |

| Type of consultation services                         | Rates      | Notes |
|---|------------|-------|
| Self-employed/Farming activities – beginner session   | \$200.00   | 8     |
| Start-up and follow-up of company's accounting system | On request |       |
| Budget analysis services for companies                | On request |       |
| Hourly rate for training on accounting software       | \$130.00   | 17    |
| Tax specialist question – Business                    | On request |       |

# BUSINESSES

## NOTES

|    |   |
|----|---|
| 1  | Applies to each company.  |
| 2  | Cost for software only. The option pays, invoicing and all other options are added to the annual rate. Amount charged in January. For new clients, the amount will be prorated.   |
| 3  | Discount applied on next invoices issued.   |
| 4  | Audit assistance (CRA/RQ) not included. The Junior or Senior Accounting Technician's hourly rate applies if our accounting or tax services are required to complete the declaration/audit.  |
| 5  | The Junior Accounting Technician's hourly rate may apply. Québec statements are included. The cost for casual businesses is \$15.00 per tax slip/statement.   |
| 6  |   |
| 7  | Software cost not included. The annual fee for the selected software will be billed in full on the first invoice (January) unless other arrangements are made.  |
| 8  | Included a starter kit and a 60-minute virtual meeting.   |
| 9  | A customer is considered regular when they require more than 5 hours of billing quarterly.  |
| 10 | Unit cost (per employee).   |
| 11 | Senior Accounting Technician hourly rate (\$130.00/hr). The Senior Accounting Technician will be involved in files that require additional expertise, government audits, or government grant applications. A fixed amount is possible upon agreement.   |
| 12 | This rate applies during the tax season, from February to April. No previous year returns will be filed between February and April, except by agreement. Otherwise, the off-season rate applies.  |
| 13 | The rate can vary according to the processing time required, the nature, the complexity, the number of additional forms as well as the number and type of communication between the customer and Comptabilité JP Bédard Inc. required for this task.  |
| 14 | Discount applied when the reference has more than 12 months of seniority with Comptabilité JP Bédard Inc.   |
| 15 | Cost per employee and per payroll. This amount does not include bank charges for payments to employees.   |
| 16 | One percent discount for each year of service completed with Comptabilité JP Bédard Inc. This discount applies to each service/product during the year after 12 months. The maximum discount percentage is 10%.   |
| 17 | Opportunity for face-to-face sessions. Ask us!  |
| 18 | The basic payroll service includes the company's payroll process (two (2) payroll cycles per month are included in the process. A fee of \$10.00 per additional payroll cycle), sending pay stubs to the company for distribution. Employer pays employees. Fee per employee applies for each pay cycle.  |
| 19 | The advanced payroll service includes the company's payroll process (two (2) payroll cycles per month are included in the process. A fee of \$15.00 per additional payroll cycle), online access to employee and employer payroll information. Employee payroll is automatically deposited into employees' bank accounts. Fee per employee applies per pay cycle. |