



Date:
Client:

Scope of Service	Qty.	Notes
Number of Homes		1 included in base fee
Rental? (y/n)		are any rented out for income?
<i>please indicate the number of unique homes, properties, apartments, etc. for which we will handle the bills</i>		
Domestic Payroll (# of States)		
GTM Processing? (y/n)		MAI Interfacing with payroll Co.
<i>please indicate the number of states in which we will have to process domestic payroll</i>		
Number of Credit Cards		
Online Access		up to 4 included in base fee
Manual Posting		
<i>please indicate the number of credit cards that we will be tracking - indicate whether we will have online access or not.</i>		
Disbursement Chkg Account		included in base fee
Shared w/ Client (y/n)		
<i>one account is typically used as the "disbursement" account for each unique contract</i>		
Other Bank Accounts		
Online Access		i.e. Personal Checking Accts.; Client & Spouse Joint Acct. etc.
Manual Posting		
<i>please indicate the number of bank accounts that we will be tracking - indicate whether we will have online access or not.</i>		
Investment / Brokerage Accounts		
<i>please indicate the number of investment and/ or brokerage accounts that will be tracked. Please note we post div. & interest income only.</i>		
Additional Entities (LLCs)		
<i>please note any additional entities that will be contracted separately with MAI, but that will be aggregated for reporting purposes.</i>		
Custom Reporting		Optional reports in addition to the Monthly, Quarterly, and Annual reports included in the base scope.
Custom Report(s) (y/n)		Billed Hourly; please contact us for details.
<i>please note if custom reports are to be prepared.</i>		
Document Storage		
Digital (y/n)		Storage for 7 years of History
Physical (y/n)		Storage for 7 years of History
<i>please indicate whether you would like MAI to keep copies of your financial documents</i>		
Online Bill Paying (y/n)		
Checks Signed by MAI (y/n)		
Bills Rec'd Directly by MAI (y/n)		
Low Volume (Senior) (y/n)*		
<i>please indicate whether any of the above will apply.</i>		
Comments / Special Instructions		<i>please provide any comments or special instructions that will allow us to better understand your specific needs</i>

* see reverse for additional instructions.





Scope of Service	Instructions
Number of Homes	Please indicate the unique number of homes for which bills will be processed, paid, and/or recorded by My Accountant. Include vacation homes, rental properties, properties for dependents for which you currently make payments, etc.
Rental? (y/n)	Do you receive rental income from any of the properties listed above? Will that income need to be tracked and reported on by My Accountant?
Domestic Payroll (# of States)	In how many states will payroll tax filings be required. Please note that the number of employees in each state is less critical than the number of unique states in which employees are paid.
Specialist Processing? (y/n)	We often partner with payroll specialists to assist us with processing the payroll. Will we be able to utilize outside specialists for this, or will we be required to process the payroll in-house?
Number of Credit Cards	
Online Access	Please indicate the number of credit cards which we will be posting, and that we will be given online access to - i.e. we will be able to log in and get transaction detail.
Manual Posting	Please indicate the number of credit cards which we will be posting, but that we will NOT be given online access to - i.e. we will need to manually post transaction detail from paper statements.
Disbursement Chkg Account	
	<i>included in base fee</i>
Shared w/ Client (y/n)	We recommend that the Disbursement account be set up for use by My Accountant exclusively. There should be no debit card, nor any checks written, by you, from this account. Please indicate whether we will be required to "share" this account.
Other Bank Accounts	
Online Access	Please indicate the number of bank accounts which we will be posting, and that we will be given online access to - i.e. we will be able to log in and get transaction detail. Do not include the "Disbursement" account indicated above.
Manual Posting	Please indicate the number of bank accounts which we will be posting, but that we will NOT be given online access to - i.e. we will need to manually post transaction detail from paper statements.
Investment / Brokerage Accounts	Please indicate the number of investment accounts which we will be tracking. Please note that we only post interest, dividends, change in market value, etc., and maintain running balances tied to statements. These do not include in-depth detail about holdings, positions, value, etc. We will need to receive copies of statements for each account.
Additional Entities (LLCs)	Please indicate whether there are any additional entities that have unique bank account or reporting requirements. Entities included within this engagement need to be limited in scope and complexity, not operating businesses (i.e. set up as a privacy mechanism to own real estate, or shares of a fractional jet, etc.). More complex entities may be engaged separately under their own scope.
Custom Reporting	
	<i>Optional reports in addition to the Monthly, Quarterly, and Annual reports included in the base scope.</i>
Custom Report(s) (y/n)	Our specialists can work with you to design custom reports based on the information available in our system, or information provided separately by you or your advisors. Please contact us to discuss your specific needs.
Document Storage	
Digital (y/n)	By default, all bills are digitized and securely stored, and made available to you upon request. Without Digital Document Storage original invoices are returned to you, along with a month end report, and their maintenance and retrieval is your responsibility. Please select NO to opt out of Digital Document Storage.
Physical (y/n)	Offered as an addendum to the base scope where all documents are scanned, and physically stored at a secure off-site facility, and made available to you upon request. Without Document Storage original invoices are returned to you, along with a month end report, and their maintenance and retrieval is your responsibility. Please select YES to opt in to Physical Storage.
<i>Items below increase our efficiency, and therefore have a potential cost savings to you.</i>	
Online Bill Paying (y/n)	Do you authorize us to make payments electronically and/or by physical check, at our discretion?
Checks Signed by MAI (y/n)	Will we be granted a Power of Attorney on the Disbursement Account, thereby allowing us to sign the checks at our offices and mailing them directly to vendors?
Bills Rec'd Directly by MAI (y/n)	Will we be able to set up a dedicated PO Box and email address for you, and change the billing addresses for the majority of vendors so the invoices come directly to us? We cannot guarantee timely payment of bills that do not come to us directly.
Low Volume (Senior) (y/n)	Is this a simple, limited scope engagement for the non high-net-worth parent(s) of an existing (or prospective) client?

