

CHEK TAN & COMPANY
A CERTIFIED PUBLIC ACCOUNTING FIRM

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Planning for Success

Proactive business management and planning are necessary for success in today's dynamic marketplace. Since 1981, Chek Tan & Company has provided accounting and business management services to address the needs of both companies and individuals. Our clients span a wide variety of fields and range in size from sole proprietorships to large corporations. Our professionals provide the following services:

Audits, Reviews & Compilations

We help clients manage their businesses by providing financial statements that are concise, accurate and timely. Clients receive useful insight in identifying, understanding and analyzing the financial information important to their business. Our firm also contracts professionals to provide accounting services. Clients use these contractors as an economic alternative to fulfill their accounting needs. Services are provided at every accounting level from bookkeeper to controller. Contractors are also used as temporary personnel while a position is being filled or as additional resources when clients have special projects.

- **Audit Reports**

- **Review Reports**
- **Compilation Reports**
- **Accounting System set-up**

Tax Planning & Preparation

Our tax department provides consulting and compliance services for individuals, estates, trusts, international businesses, offshore corporations, partnerships, corporations and S-corporations. Our tax professionals are trained to research and present available tax saving strategies and alternatives to our clients. Research of complex tax issues are quickly addressed with our state of the art computer service and computerized tax library.

- **Income Tax Preparation and Planning**
- **Retirement and Estate Tax Planning**
- **Preparation of Tax Returns for Individuals, Partnerships, Corporations, Tax-exempted Organizations**
- **Preparation of Estate, Gift and Fiduciary Tax Returns**
- **Preparation of Payroll Tax, Sales Tax, Personal Property Tax, and Business Tax Returns**
- **IRS Representation**

Management Consulting Services

Our firm also helps clients build solid business plans, foster relationships with banks and the Small Business Administration to obtain financing, and sponsors quarterly tax and financial newsletters which discuss current developments.

- **Consultation on General Management Matters**
- **Personnel Recruitment and Selection**
- **Contingency and Temporary Staffing**
- **Mergers and Acquisitions**
- **High Tech Venture Capital**
- **Corporate Secretarial Services**
- **Assistance with Securities Exchange Commission (SEC) & Initial Public Offerings (IPO) Services**

New Business Services

Our staff of accounting software consultants and contractors assists our clients in selecting the correct accounting system for their business. We are also available to implement these programs, train users, and provide technical support. Systems currently supported include M.Y.O.B., Quick Books, Great Plains Profit, Great Plains Accounting and Great Plains Dynamics. High end accounting software systems can be customized to client specifications by our software contractors.

- **Advice on organizational structure**
- **Setting-up company**
- **Process all start-up formalities and licenses**
- **Incorporate requisite business associations into your network, such as bankers, attorneys, insurance agents and etc.**
- **Setting up accounting & computer system**

International Business Services

We are also able to provide a full range of international business services for clients who are opening businesses in the U.S. Our international business services include:

- **Setting-up Companies in the U.S. by Foreign Entities**
- **International Tax Consulting, Planning and Compliance Services**
- **Foreign Investments in the U.S.**
- **Assistance with Foreign Company Initial Public Offerings (IPO) in the U.S.**