



Capability Statement

Expertise and Services

Elite Image Tax and Notary Service, LLC (EI) provides comprehensive accounting, tax consulting and tax preparation services to help businesses meet their financial needs. EI has extensive experience in strategic administrative and back office support to meet all components of contract compliance.

Our focus on communication and accessibility sets EI apart from our competitors. Our services allow business owners to manage their finances and be secure in their compliance with tax laws and audit procedures. We support business' financial growth by helping firms meet all compliance requirements.



Capabilities

- Bookkeeping
- Compliance Management
- Internal And External Audits
- Risk Analysis
- Certified Payroll
- Financial Statements
- Process Improvement
- Subcontract Invoice Reports
- Account Reconciliation
- Job Cost And Revenue Monitoring
- Payroll And Expense Report Management
- Process Improvement
- Tax Debt Resolutions
- Non-Profit Tax Returns
- Monthly And Quarterly Reporting
- Business Start Up Financials
- Tax Consulting And Preparation
- SOX Audit Experience
- Financial Statement Preparation
- Financial System Implementation
- Disaster Relief Services
- Licensed Notary Services

Elite Image Tax and Notary Service, LLC



Qualifications

Tax Preparation

As an IRS registered Tax Preparer, El provides local, state and federal tax services to companies of all sizes. Our staff bring 24 years of experience in the field.

Auditing Services

El has experience in performing internal company audits and external audit, for companies, associations and government contracts, such as City of Houston and METRO.

Administration and Financial Services

We provide a wide range of financial contract management services, including Risk Assessments, certified payroll, and full accounting services.

Small Business Tax Training

Small business owners know that sound accounting and tax practices are important to be successful. El teaches business owners how to implement accounting practices that makes it easy to meet federal tax and local requirements and standards.

Disaster Relief Financial Services

We provide administrative and auditing services for disaster relief contracts, including FEMA reporting.



Company Data

Certifications

Houston Metropolitan Transit Authority
City of Houston WBE/M/DBE
Hire Houston First Participant
State of Texas HUB 1461488489900
Port of Houston Authority
Houston Metropolitan Transit Authority Section 3
ACDBE

Registrations

Dun & Bradstreet #02-595-0768
IRS #34611
QuickBooks ProAdvisor
IRS Registered Tax Preparer
People Soft Systems Implementation

NAICS Codes:

541219	541611
541211	561110
541199	624230

Contact Information

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