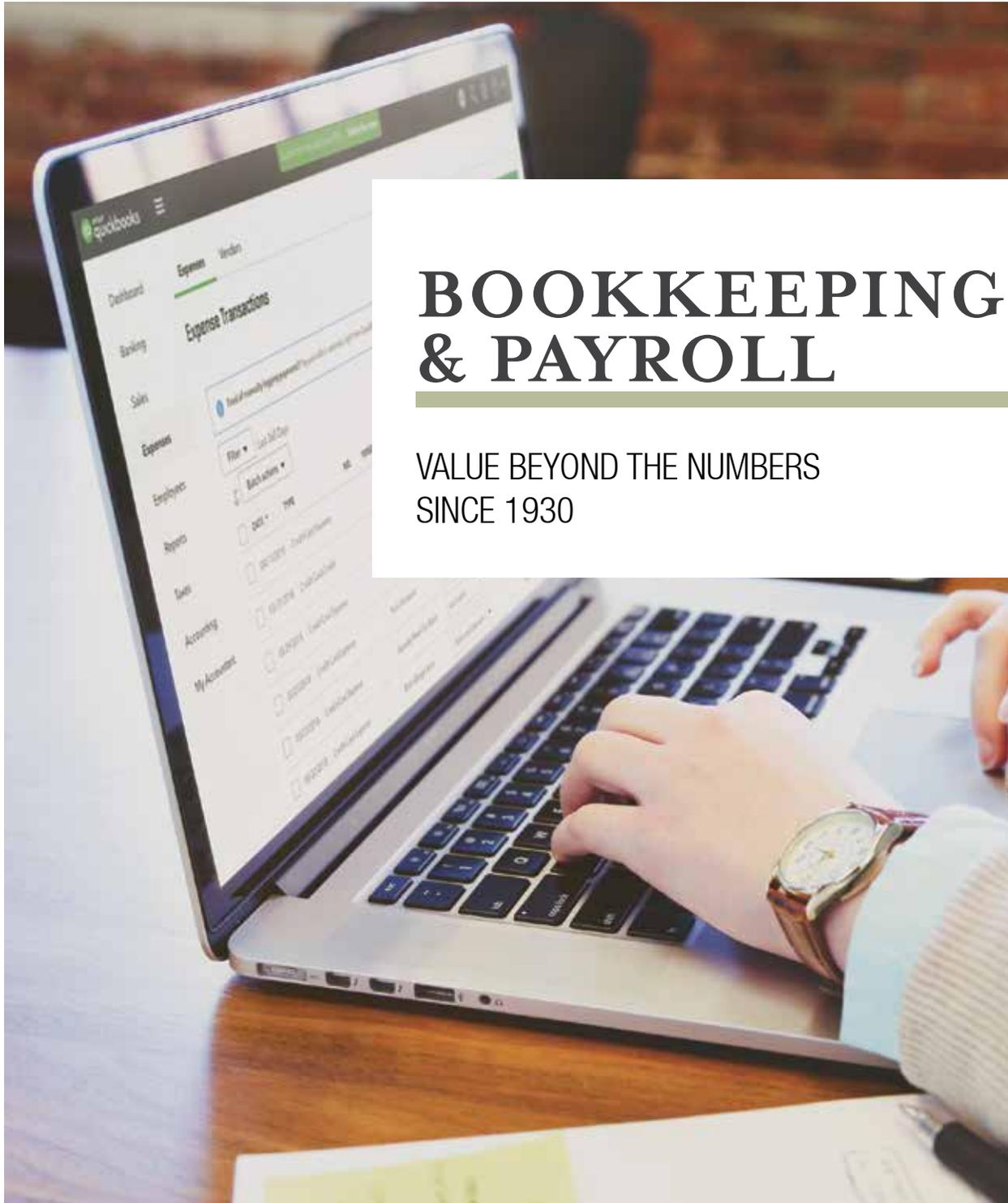




WHITINGER & COMPANY LLC



BOOKKEEPING & PAYROLL

VALUE BEYOND THE NUMBERS
SINCE 1930

MUNCIE

1100 W. White River Blvd.
Muncie, IN 47303
ph: 765.284.3384

FISHERS

10735 Sky Prairie Street STE 100
Fishers, IN 46038
ph: 317.841.6009

WEBSITE

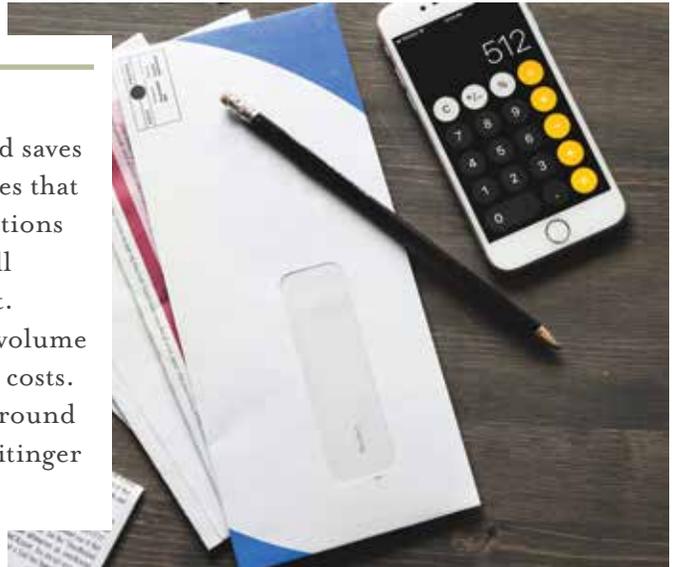
whitinger.com



WHITINGER'S BOOKKEEPING & PAYROLL SERVICES

OVERVIEW

Whitinger & Company's Bookkeeping and Payroll team provides specially tailored services that meet the needs of your business and saves you time. We provide efficient, organized and professional services that allow you to regain valuable time to focus on daily business operations and growth. Not only do we offer up-to-date software but you will have access to trained professional bookkeepers that you can trust. Our approach helps you save money by only paying for the exact volume of bookkeeping you need, without incurring additional overhead costs. Your performance is our top priority so we will shape our work around your needs so that you receive exceptional services from us at Whitinger & Company.



BOOKKEEPING SERVICES

- Accounts Receivable
- Accounts Payable
- Reconcile Cash and Credit Accounts
- Process Sales and Use Tax
- Generate Reports
- Generate Invoices
- Data Entry
- Job Costing

PAYROLL SERVICES

- Recurring Payroll
- Yearly Reports
- Tax Reports
- Small Business Payroll
- Enterprise Payroll

QUICKBOOKS CONSULTATION

QuickBooks is excellent accounting software that can provide many benefits to your small to mid-size organization. But like any software program, there can be a steep learning curve in regards to using it effectively for your organization.

Having trouble learning how to use QuickBooks and its features? Or do want to outsource all of your QuickBooks' postings to a certified QuickBooks expert?

Whitinger & Company can be of assistance. Our certified QuickBooks advisors can provide the consultation and services you need to fully take advantage of QuickBooks' capabilities for your organization.

- Initial installation and setup of QuickBooks
- Instruction on correctly posting transactions
- Instruction on preparing reports of varying complexity
- Integration assistance with other business software
- Assistance with QuickBooks payroll functions
- Outsourced input and posting of transactions





Ross Swallow, CPA

MEMBER/OWNER

Ross specializes in tax consulting and compliance services for small businesses and individuals. He is also experienced in report services for the construction industry and retirement plans. Ross is a Certified Public Accountant (CPA) and a member of the Indiana CPA Society and the American Institute of Certified Public Accountants. He joined Whiting & Company in 2006 and earned his CPA designation in 2007.

Originally from Union City, Ohio, Ross received his Bachelor of Science degree from the University of Findlay with a double major in Financial Accounting and Managerial Accounting with a Minor in Finance. He then completed a Master's in Accounting from Ball State University.

The Bookkeeping and Payroll Group at Whiting & Company is highly capable of providing the guidance that you need to keep your business finances flowing. Accounts receivable to job costing and everything in between are important for your business and we want to help save you time and energy on these tasks so that you can focus on growing your business. Our team makes it simple for you to complete required forms every year, we take care of that for you as our professional staff has been extensively trained in completing all tax services.