

RK Information Technologies (India) Pvt. Ltd.

Efficiency



Accuracy



Innovative



Team Work



About Us

RK Information Technologies headquartered in Bangalore, the Silicon Valley of India, started serving the global market in 2005. We are specialized in outsourcing services providing Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO) Services. The company's core competency is in the accounting, financial and document management service segments, we are rapidly moving on to various other segments including web designing, software development.

The company is funded by RK Group of companies, headed by Mr. Satish Reddy and his other partner's include Mr. Mahidhar Reddy and Mr. Manohar Reddy, who are also the partners of the investor's board at RK IT.



Our Team



We are a team of professionals with a combined experience of more than 60 years. We are 50 members strong and going larger daily. Our people have a keen understanding of all the nuances of the BPO / KPO domain. They have extensive experience in the ITES segment, having worked in Operations and Business Development in Senior Management roles. Our management team is a melting pot of talent and experience, drawn from a variety of fields. Their valuable exposure to the workings of international markets helps them clearly understand the global perspectives of our customers.

We work with you to reduce operational costs, increase your profits and to improve business service levels using a combination of world class services and technology.

Our committed staff executes your processes to perfection and tries to exceed the service levels continuously. Senior management has very strong experience in combining business processes and technology to provide you with consistent value.

Technology & Innovation



Our Services are grounded in technology and innovation. We believe that quality and performance are key role to our future. We have earned and will continually strive to retain, our leadership in this industry. Our dedication to technology and innovation is motivated by the desire to provide services that contribute to the growth of our customers. "We share in the responsibility of providing the world with new advancements"

Our Services

- Do what you do best and leave the accounting to us.
- We are committed to our Client's Success
- Initializing growth through financial services
- The Team Committed to Excellence

- **Bookkeeping & Accounting Services**
- **Tax Consulting and preparation**
- **Payroll Services**

RK Information Technologies is an ideal partner for Certified Public Accountants, Small and Medium Business Enterprises as well as for accounting departments of the Medium Business entities and Companies who are concerned with cutting operational costs without having to sacrifice the quality of service. Our highly-trained and skilled staff at our state-of-the-art facility in Bangalore, India, can take on your complete financial services, data entry, data processing, image and form processing, transaction processing and develop Web presence that can be matched only by high-priced IT firms. Unlike others, RK Information Technologies, in true sense, is not an outsourcing or back-office center. Think of us, if you will, as an extension of your office.

Bookkeeping & Accounting Services:

Whatever your bookkeeping & accounting requirements are, RK offers a complete line of services to choose from. We can design a bookkeeping package which includes only the services you want or we can handle your bookkeeping needs entirely, from start to finish. We however prefer that, if outsourcing is chosen as a preferred way of working, it should be opted as a total package to avail advantage of the synergies of working up to the stage of finalization of the accounts. These processes are combined with call center services to deliver superior customer and vendor support

RK Accounting & Bookkeeping can help you or your business with any of the following:

- Accounts Payable
 - Accounts Receivable
 - Ledger Maintenance
 - Journal Entries
 - Bank entries and reconciliation
 - Credit card entries and reconciliation
 - Processing of Expenses
 - Profit & Loss Statements, Comparison
 - Generation of Reports (monthly, Quarterly, Yearly)
 - Trial Balance
 - Cash flow and profit forecasts
 - Tracking of accounts receivables
 - Inventory management
- And more.....

Tax Consulting Services

RK IT tax processing services includes tax preparation, filling of tax forms 1040, 1065, 1120, W2, W3, W5, form 940 etc. keeping proper data, auditing and also maintenance of various documents and forms relating to taxation.

By addressing your specific personal and business tax preparation and financial planning needs, Tax & Business Services creates a working relationship dedicated to the long-term success of your business.

Tax preparation for corporations, partnerships and sole proprietors:

- Individual tax preparation
- Federal, state and local returns
- 1099 filing for contracted labor
- Sales tax filing and payment processing
- Payroll tax filing and payment processing
- Tax planning
- Business succession tax consulting
- Mergers and acquisitions tax consulting
- Complex financial transaction tax consulting
- Tax audit guidance and representation
- Estate planning and trust tax services
- Complex personal calculations from home office deductions to investment property and more

What tax processing services do we offer?

- Form 1040 - For individuals.
- Form 1065 - For partnerships.
- Form 1120 - For companies and Corporations.

We will examine your balance sheets, interpret and classify each item on it. We will also classify and interpret P/L items, and interpret the taxability and treatment of various accounts.

We also provide tax preparation services for federal and state tax returns, as follows:

FEDERAL

- Individual Income Taxes
- 'C' Corporation Income Taxes
- 'S' Corporation Income Taxes
- Partnership Income Taxes
- Fiduciary Income Taxes
- Non-Profit Corporation Taxes
- Heavy Equipment Use Taxes

STATE

- Individual Income Taxes (for all states)
- Corporation Income Taxes
- Partnership Income Taxes
- Charter/Franchise Taxes

Payroll services

The RK IT provides a full range of payroll management services so that employers can lighten their administrative load and get on with the work they do best. One of the core expectations your employees have is to be paid correctly and on time, so it's important that you get it right. At RK Payroll Outsourcing, we take the burden of payroll processing and the administrative tasks that go along with it--off your shoulders with the services we provide. RK has a team of experts who are dedicated to your account and they ensure that your employees are paid correctly and on time, **every time**.

Payroll Processing:

- Your Payroll can be prepared on a weekly, bi-weekly, semi-monthly, or monthly basis.
- Payroll checks with detailed earnings statements will be printed for each employee, ready for signatures
- Payroll taxes will be deducted from your account and transferred to the necessary taxing agencies.
- Prepare third party payments support

Payroll Tax Return Preparation:

- Quarterly, semi-annual and year-end Federal, State and Local returns will be prepared and paid accordingly.
- Bureau of worker's compensation returns will be prepared and paid.
- W-2's will be prepared for the Employer, Employees, Federal, State and Local Governments.
- W-3 recap and Summaries will be prepared for Federal, State and Local Governments.

Payroll Compliance:

- Detailed easy to read reports designed to meet your business needs.
- Off site payroll record retention.
- Phone support for payroll and payroll related tax questions.
- Update and inform your staff on all payroll related issue changes.

The Benefits of Partnering with RKIT

Never hire or fire an employee

Create more revenue with current staff

Get expert service for a fraction of current costs

Quick turnaround work time

Grow your business with out any staffing worries

Pay for only the services you use

Not to worry about infrastructure, staff hiring or absenteeism

Access top-notch expertise any time, 24/7

Experience the difference by partnering with RKIT

It costs nothing to experience RK IT in action. Send us free trail, new or old, and evaluate our quality for yourself.



RKIT

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