



Touch your dreams with

RK Information Technologies

a GLOBAL Confluence



Who we are...

CONNECTING YOUR BUSINESS TO THE
RKIT RESOURCES YOU NEED

ABOUT RKIT

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 in the areas of Finance, Accounts and Transaction Processing. We provide outsourcing services in various domains across a broad range of small and medium business enterprises.

We thrive to be a values-based global organization, providing customer-centric solutions to the highest standards of excellence, creating

RKIT ADVANTAGES

- FOCUS ON YOUR CORE BUSINESS ACTIVITIES
- MAINTAIN COMPETITIVE EDGE
- ACHIEVE REVENUE ENHANCEMENTS
- ACCESS TO WORLD CLASS CAPABILITIES
- ACCESS TO ADVANCED TECHNOLOGIES
- GAIN GREATER INTERNAL FLEXIBILITY
- CREATE MORE REVENUE WITH CURRENT STAFF
- NO STAFFING WORRIES, INSTANT WORKFORCE
- QUICK TURNAROUND WORK TIME
- ACCESS TOP-NOTCH EXPERTISE ANY TIME, 24/7

OUR ORGANIZATION

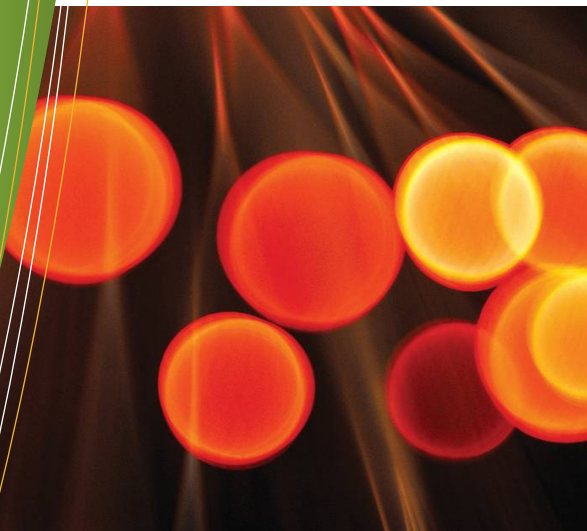
We are flexible, innovative, responsive and entrepreneurial organization. We structure our businesses around the needs of our customers. **We understand that** choosing to outsource your accounting processes is a critical business decision. It's not just a matter of money. You need an experienced partner who values your customers as much as you do.

We value simplicity, we take action, and we expect results. We endorse substance over form and quality over quantity. We believe in the free flow of candid, objective information, up, down, and across organizational lines. We observe uniform accounting practices and prompt disclosure of operating results, with no surprises. We encourage over-achievement.

In-depth training in related areas and development of additive skill sets are the primary objective of our management training. Every member of RKIT is trained to be committed to quality, accuracy and providing **services exceeding clients' expectation**. We have a Well-defined and a fully functional quality structure to implement the system across the organization

OUR SERVICES

- ==>Bookkeeping
- ==>Tax Consulting and preparation
- ==>Payroll



Bookkeeping Outsourcing Solutions For Your Unique Organization

ACCOUNTING BOOKKEEPING

RK 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.....**



Accounting Bookkeeping

We, at RKIT undertake bookkeeping and accounting activities for Certified Public Accountants, Small and Medium Business Enterprises as well as for accounting departments of the Medium Business entities and Companies. Our staff is trained to work on all major accounting software used world wide to perform this activity of bookkeeping.

The software normally being used for doing outsourced bookkeeping & accounting work are QuickBooks, Quicken, Myob, Sage, Accounting or any other software as per the need and choice of the Client.

TAX CONSULTING AND PREPARATION

What tax processing services do we offer?

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

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
- Accurate assessment of depreciation values of your business assets



Tax Consulting and preparation

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 services for federal and state tax returns:

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

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.



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.**

A partnership that delivers continuous value

Experience our Difference

We listen to you, adapt our services to fit your unique needs and excel in creating continuous value for your organization.

Our Value Proposition

- ▶ Deliver continuous business value
- ▶ Lower costs and improved process
- ▶ Provide services with commitment and integrity
- ▶ Accelerate time to sustained profits
- ▶ Guarantee service levels with high customer satisfaction
- ▶ Use process and technology to advantage
- ▶ Use reliable and secure infrastructure
- ▶ Provide flexible, scalable and adaptable services
- ▶ Get started with us absolutely free—No obligation
- ▶ Pay us only if are completely satisfied
- ▶ Call us today



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