⌂ Welcome to Your Accounting & Payroll Department

Serving Castaneda's Mexican Food Clients

At the office of Greg Martinez, CPA, Inc., we serve as your outsourced accounting department—handling every detail of payroll, accounting, and sales tax so you can focus on running your restaurants.

📞 619-737-1040 ✉ greg@gregmartinezcpa.com

🕐 Monday–Friday, 8:00 AM – 5:00 PM

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📋 Our Services

Payroll Services:
- Process biweekly payroll and report tax payments same day.
- Notify owner/manager of payments and deliver printed paychecks by payday.
- Schedule payments for CalSavers, health insurance, garnishments, etc.
- Process payroll tax deposits, returns, and W-2s.

Accounting Services:
- Record transactions and reconcile bank accounts.
- Prepare monthly financial statements (P&L, balance sheet, trial balance).
- Post adjustments for payroll, sales tax, depreciation, and loans.
- File annual property tax and Secretary of State forms.
- Close year-end books by January for timely tax preparation.

Sales Tax Services:
- Verify correct tax rates for each location.
- File CDTFA returns and prepayments.
- Schedule and remit all sales tax payments.

💰 Fee Schedule

- $450 per store per month, billed automatically on the 1st.
- Payroll – About $240 per location per month paid directly to Heartland, the payroll service provider.
- Additional services offered: tax preparation, tax planning & projections, IRS or state tax problem resolution.

📋 What We'll Need to Get Started

- Online bank access (all business accounts).
- Access to business credit card accounts.
- Most recent financials (P&L, Balance Sheet, Trial Balance, General Ledger).
- Access to CDTFA account and bank info for tax payments.
- Provide ADP login—Heartland will convert data.

1️⃣ What We Need Monthly

- Monthly statements for any bank loans.
- Monthly sales tax reports.
- Employee payroll hours every two weeks on Monday.

Greg Martinez, CPA Inc. — Your trusted partner in accounting, payroll, and tax services.