



PROFESSIONAL ACCOUNTING SERVICES

English Spoken

Licensed Accountants:	Janet Gómez Chávez and José Celestino Sánchez Tlahuancapa
Office Location:	Av. Zihuatanejo, Local 1-D Col. Fovissste, Zihuatanejo, Gro. (across from Conalep High School) - See Map Below
Office Hours:	Monday – Friday, 10 am - 2 pm and 5 pm - 7 pm Saturday, 10 am - 2 pm
Telephone:	(755) 554- 1735 / Cellular: 044 (755) 111- 07 70
Email:	Despacho.gomez.chavez@gmail.com
Facebook:	Sánchez-Gómez Licenciados en Contaduría

SERVICES PROVIDED

Our first consultation is FREE. We offer accounting advice, tax planning and filings and financial and administrative assistance with your personal or business needs. We can be contacted via email, Facebook, at our Office or we will come to your home or business facility.

Business or Personal Tax Registration:

- Apply for all state and municipal licenses
- Obtain Tax Identification Number – RFC

Accounting:

- Preparation of General Ledger
- Inventories and administrative controls
- Fiscal procedures

Tax Service:

- Analysis of the client's tax situation
- Compliance with all taxpayer's tax obligations to all agencies involved in the development of business activities. (SAT, IMSS, INFONAVIT, SECRETARY OF FINANCE)
- Assist in making all tax payments

Employee Services:

- Prepare employment contracts, settlements and payroll for workers, the company and its employees.
- Registration with Social Security (IMSS) and payments

