

SERVICE SPECIFICATION

The Professional plan

The Professional plan is for growing teams that want more than compliance: they want their accountant close by.

54

SERVICES

9

AREAS

01 · OVERVIEW

What does the Professional plan include?

- The Professional plan is for growing teams that want more than compliance: they want their accountant close by.
-
- It includes everything in Essential, plus a dedicated accountant who takes your calls, handles your invoicing and answers unlimited questions, up to 5 tax advisory consultations a month on complex issues, a monthly results meeting, basic tax planning and support whenever the tax authority contacts or reviews you.
-
- Payroll is available as an add-on priced per employee, together with other add-ons tailored to special needs.
-
- Three legal bonuses are included at no extra charge: foreign investment compliance, the Annual Legal Compliance Audit and the Landing Legal Service.
-
- It is ideal for teams with more invoices, more employees and day-to-day decisions that are worth checking before making them.
-

01 · OVERVIEW

9 areas in this plan

01

3 SERVICES

Getting started

- Initial health check
- Smooth handover from your current accountant
- Secure custody of your tax credentials

02

13 SERVICES

Bookkeeping and financial reports

- Review of all your invoices
- Full monthly bookkeeping
- Bank reconciliations

03

18 SERVICES

Taxes and compliance

- Monthly income tax payments
- Monthly VAT
- Taxes withheld from suppliers

04

9 SERVICES

Advice and strategy

- Dedicated accountant
- Questions to your accountant
- Tax advisory on complex issues

05

5 SERVICES

Dealing with the authorities

- Responses to letters and information requests
- Support during tax audits
- Unblocking your invoicing

06

1 SERVICE

Treasury and back office

- Invoicing your customers

07

1 SERVICE

Service and on-site support

- Service in English

08

1 SERVICE

Legal, corporate and migration support

- Company incorporation

09

3 SERVICES

Bonuses (included with Professional, Corporate and Enterprise)

- Foreign investment compliance
- Annual Legal Compliance Audit
- Landing Legal Service

02 · IN DETAIL

The Professional plan **in detail**

SERVICE

WHAT YOU GET

01 Getting started

3 SERVICES

Initial health check

Before we start, we review the state of your books and taxes. From day one you will know about any pending issues or inherited risks and how to fix them, instead of finding out when they are already costing you money.

Smooth handover from your current accountant

We coordinate directly with your previous accountant to receive your information and files. You don't chase anyone, and your obligations keep being met while we make the switch.

Secure custody of your tax credentials

Your passwords and electronic signatures with the tax authority always remain yours. We keep them under a written policy with a usage log, so you stay in full control and have peace of mind.

02 Bookkeeping and financial reports

13 SERVICES

Review of all your invoices

up to 400 a month

We download and check every electronic invoice you issue and receive. We catch cancelled or incorrect invoices before they affect your deductions or your taxes.

Full monthly bookkeeping

We record all your transactions under Mexican accounting standards, each with its supporting document. Your books are in order and ready for any review, bank or investor.

Bank reconciliations

up to 5 accounts

Every month we match your bank statements against your books. You know your numbers match your actual cash, and we spot deposits or charges that could create tax issues early.

Tracking of invoices paid in installments

In Mexico, VAT is due when you collect and creditable when you pay, which requires additional receipts. We keep track of this so you don't overpay taxes or lose tax credits.

Fixed asset tracking

We record equipment, vehicles and other investments and calculate their accounting and tax depreciation. You take full, correct advantage of deductions on your investments.

Inventory and cost of sales

using your inventory system

We value your inventory and calculate the cost of what you sell. You know your real margin and deduct the correct cost for tax purposes.

Monthly financial statements

business day 15

Every month you receive your income statement and balance sheet on a fixed date. You know how your business is doing in time to make decisions, not months later.

Cash flow statement

quarterly

We show you where your money came from and where it went. You understand why profit and cash don't always match.

Account details

ledgers

The detail of every account is available so you can check any transaction without having to ask.

Electronic accounting filed with the authority

The Mexican tax authority requires your accounting in electronic format every month. We prepare and submit it on time so you avoid penalties.

Annual financial statements

with basic notes

We close your year with complete financial statements, useful for shareholders, banks, loans and tenders.

Operations in dollars or other currencies

We record your foreign-currency transactions and the effect of exchange rates. Your numbers reflect reality even if you buy, sell or hold accounts in other currencies.

24/7 document portal

Access and download your financial statements, tax returns and payment receipts anytime.

03 Taxes and compliance

18 SERVICES

Monthly income tax payments

In Mexico, income tax is paid in advance every month. We calculate it precisely so you don't overpay or build up differences at year-end.

Monthly VAT

We calculate and file your VAT every month, making full use of the tax you are entitled to credit.

Taxes withheld from suppliers

When you hire certain suppliers you must withhold taxes. We track and pay them on time so those expenses remain deductible.

Taxes withheld from employees

Every month we pay the tax withheld from your staff to the authority, reconciled against your payroll.

Industry-specific taxes

If your industry is subject to special taxes (beverages, food, fuel, among others), we calculate and file them correctly.

Monthly supplier report

We file the monthly report of transactions with your suppliers required by the tax authority.

Backup for every tax return

Every tax return is backed by its calculations. If the authority asks, the answer is already prepared.

Annual tax return

We prepare and file your company's annual tax return, reviewed by a tax manager. You close the year compliant and without surprises.

Employee profit-sharing calculation	In Mexico, companies share part of their profits with employees. We calculate the correct amount so you comply without overpaying.
Annual information returns	We file the additional annual reports that apply to you, such as payments abroad or to related parties.
Year-end tax planning	Before the year ends we project your taxes and tell you which decisions to make in time. You reach year-end with options, not surprises.
State taxes up to 3 states	We file the taxes of each state where you operate, such as the state payroll tax.
Tax registry updates	We keep your registration with the tax authority up to date: changes of address, activities, shareholders or new locations.
Monitoring of your compliance certificate tax and social security	Every month we check that your good-standing certificate is positive. Large clients and government entities require it to hire and pay you.
Monitoring of the tax authority mailbox	The tax authority sends notices through an electronic mailbox, and deadlines run even if no one checks it. We watch it for you so no notice goes unnoticed.
Electronic signature renewals	We remind you and help you renew your certificates before they expire, so you are never left unable to invoice.
Ultimate beneficial owner records	The law requires companies to identify the people who ultimately own or control them. We build and update that file so it is ready if requested.
Filing of your returns	We file your returns and send you the payment reference on time. You simply approve and pay from your account.

04 Advice and strategy

9 SERVICES

Dedicated accountant	A named accountant who knows your company in depth and is always available by phone or any channel you prefer, instead of a shared support queue.
Questions to your accountant unlimited*	Ask before you decide: whether an expense is deductible, how to invoice or how to record a transaction. You avoid costly mistakes with a quick answer.
Tax advisory on complex issues up to 5 a month	For complex matters, such as how to structure a transaction, whether a large expense is deductible or how to respond to a notice, you get a deeper analysis from a senior accountant. The number of consultations per month grows with your plan.
Results meeting monthly	We review your numbers and taxes together and suggest improvements. You understand your business in plain language, not accounting jargon.

Alerts on legal changes	Tax and labor rules in Mexico change often. We tell you what changed and how it affects you.
Tax planning basic	We look for legal ways to reduce your tax burden: deductions, incentives and the best timing for each transaction, always with solid support.
Tax review of contracts basic	We review your key contracts before you sign them to avoid unexpected taxes or expenses you later can't deduct.
Evidence for your key expenses quarterly sample review	The Mexican authority may reject expenses that can't prove the service really took place. We make sure you have contracts, deliverables and evidence to defend your deductions.
Screening of risky suppliers	We regularly check that your suppliers and customers are not on Mexican tax authority blacklists or international sanctions lists. You avoid losing deductions or doing business with problematic companies.

05 Dealing with the authorities

5 SERVICES

Responses to letters and information requests	If the tax or social security authority requests information or sends you a letter, we answer it on your behalf, correctly and on time.
Support during tax audits	If the authority audits you, we are with you from start to finish: strategy, documents and filings. You don't face the process alone.
Unblocking your invoicing	If the authority suspends your invoicing certificate, we act immediately to restore it so you can get back to selling as soon as possible.
Clarifications with the authority	We resolve discrepancies, minor fines or notices from the authority before they grow.
Mediation with the tax authority	We use the taxpayer ombudsman (PRODECON) to negotiate and resolve differences during an audit without going to court.

06 Treasury and back office

1 SERVICE

Invoicing your customers	We issue your electronic invoices, payment receipts and the transport documents required by law. Your team focuses on selling.
---------------------------------	--

07 Service and on-site support

1 SERVICE

Service in English	Reports, meetings and communication in English for you and your international team. Included in every plan.
---------------------------	---

08 Legal, corporate and migration support

1 SERVICE

Company incorporation

If you don't have a Mexican company yet, we incorporate it alongside your accounting service at no charge, and notary fees are included. When you choose this option, your monthly fee starts in month 1 instead of month 3.

09 Bonuses (included with Professional, Corporate and Enterprise)

3 SERVICES

Foreign investment compliance

BONUS

Filing and keeping current your company's registration with Mexico's National Registry of Foreign Investments (RNIE), a requirement for companies with foreign shareholders, plus the periodic reports and notices it requires. Included at no extra charge. Valued at \$600 USD.

Annual Legal Compliance Audit

BONUS

A yearly review of your corporate, labor and tax compliance file, with a written report and a fix list for anything that needs attention. Included at no extra charge. Valued at \$70,000 MXN (\$3,500 USD).

Landing Legal Service

BONUS

A one-time legal setup package that leaves your company ready to operate in Mexico in 4 to 6 weeks, provided your documents are delivered on time. It covers your corporate books and share certificates, your parent company's contracts adapted to Mexican law (up to 4 models), the labor documents required from your first employee, privacy notices, a trademark filing (1 mark, 1 class), a map of the operating permits you need and a compliance calendar for your first year. Government fees and the fees of notaries and permit agents are paid separately. Included at no extra charge. Valued at \$990 USD.

Also available as an add-on:

Reports by department

branch or project

External audit support

Annual tax report for larger companies

Recovery of tax balances in your favor

Payments abroad

Anti-money laundering compliance

Written opinions

Tax incentives

Tax litigation

Payroll (payroll calculation, social security compliance, disbursement and payroll taxes; priced per employee)

REPSE compliance

Supplier payments

Collections follow-up

Cash flow forecast

Travel and expense control

Errand runner for procedures

Fiscal address in Mexico

Legal representative in Mexico

Immigration services for foreign employees (priced per employee, 12-month visa period)

Add-ons are priced separately; ask us for a quote.

*Fair use: does not include extensive research or written opinions, which are quoted separately.

03 · COMPARISON

How does this plan **compare** with the others?

SERVICE	Essential	YOUR PLAN Professional	Corporate	Enterprise
GETTING STARTED				
Initial health check	Basic	✓	✓	Extended
Smooth handover from your current accountant	✓	✓	✓	✓
Secure custody of your tax credentials	✓	✓	✓	✓
BOOKKEEPING AND FINANCIAL REPORTS				
Review of all your invoices	Up to 150 a month	Up to 400 a month	Up to 1,000 a month	Tailored volume
Full monthly bookkeeping	✓	✓	✓	✓
Bank reconciliations	Up to 2 accounts	Up to 5 accounts	Up to 10 accounts	Unlimited
Tracking of invoices paid in installments	✓	✓	✓	✓
Fixed asset tracking	✓	✓	✓	✓
Inventory and cost of sales	—	Using your inventory system	✓	✓
Monthly financial statements	Business day 20	Business day 15	Business day 10	Business day 6 to 8
Cash flow statement	Yearly	Quarterly	Monthly	Monthly
Account details ledgers	✓	✓	✓	✓
Electronic accounting filed with the authority	✓	✓	✓	✓
Annual financial statements	Without notes	With basic notes	✓	✓
Operations in dollars or other currencies	—	✓	✓	✓
Reports by department, branch or project	—	ADD-ON	✓	✓
Group consolidation	—	—	—	✓
Parent-company reporting US GAAP / IFRS	—	—	—	✓
External audit support	—	ADD-ON	✓	✓
24/7 document portal	—	✓	✓	✓
TAXES AND COMPLIANCE				
Monthly income tax payments	✓	✓	✓	✓
Monthly VAT	✓	✓	✓	✓

SERVICE	Essential	YOUR PLAN Professional	Corporate	Enterprise
Taxes withheld from suppliers	✓	✓	✓	✓
Taxes withheld from employees	✓	✓	✓	✓
Industry-specific taxes	—	✓	✓	✓
Monthly supplier report	✓	✓	✓	✓
Backup for every tax return	✓	✓	✓	✓
Annual tax return	✓	✓	✓	✓
Employee profit-sharing calculation	✓	✓	✓	✓
Annual information returns	Those that apply	✓	✓	✓
Year-end tax planning	—	✓	✓	✓
State taxes	1 state	Up to 3 states	Up to 5 states	All states
Tax registry updates	✓	✓	✓	✓
Monitoring of your compliance certificate	Tax authority	Tax and social security	Tax and social security	All + parent report
Monitoring of the tax authority mailbox	✓	✓	✓	Daily
Electronic signature renewals	✓	✓	✓	✓
Ultimate beneficial owner records	—	✓	✓	✓
Annual tax report for larger companies	—	ADD-ON	If required	✓
Tax audit report coordination	—	—	—	✓
Recovery of tax balances in your favor	—	ADD-ON	—	Tailored
Payments abroad	—	ADD-ON	✓	✓
Filing of your returns	✓	✓	✓	✓
Anti-money laundering compliance	—	ADD-ON	—	If applicable
ADVICE AND STRATEGY				
Dedicated accountant	—	✓	✓	Team led by a partner
Questions to your accountant	—	Unlimited*	Unlimited*	Unlimited*
Tax advisory on complex issues	—	Up to 5 a month	Unlimited*	Unlimited*
Results meeting	Quarterly	Monthly	Monthly	Monthly + quarterly committee
Alerts on legal changes	General newsletter	Alerts	With impact analysis	With impact analysis
Tax planning	—	Basic	✓	✓
Written opinions	—	ADD-ON	Up to 4 a year	Up to 12 a year
Tax review of contracts	—	Basic	✓	✓
Evidence for your key expenses	—	Quarterly sample review	✓	✓

SERVICE	Essential	YOUR PLAN Professional	Corporate	Enterprise
Screening of risky suppliers	—	✓	✓	✓
Tax risk map	—	—	✓	✓
Tax incentives	—	ADD-ON	✓	✓
Transfer pricing	—	—	—	Tailored
DEALING WITH THE AUTHORITIES				
Responses to letters and information requests	—	✓	✓	✓
Support during tax audits	—	✓	✓	✓
Unblocking your invoicing	—	✓	✓	✓
Clarifications with the authority	—	✓	✓	✓
Mediation with the tax authority	—	✓	✓	✓
Tax litigation	—	ADD-ON	—	Tailored
PAYROLL AND SOCIAL SECURITY				
Payroll processing	—	ADD-ON	Unlimited employees	Unlimited employees
Electronic payslips	—	ADD-ON	✓	✓
Social security registrations	—	ADD-ON	✓	✓
Social security and housing contributions	—	ADD-ON	✓	✓
Workplace risk rate	—	ADD-ON	✓	✓
Special annual payments	—	ADD-ON	✓	✓
Severance calculations	—	ADD-ON	✓	✓
Annual employee tax adjustment	—	ADD-ON	✓	✓
Loan and alimony deductions	—	ADD-ON	✓	✓
Leave and absence tracking	—	ADD-ON	✓	✓
Paying your employees	—	ADD-ON	✓	✓
Payslip app for employees	—	ADD-ON	✓	✓
Payroll integrated into your books	—	ADD-ON	✓	✓
REPSE compliance	—	ADD-ON	✓	✓
TREASURY AND BACK OFFICE				
Invoicing your customers	—	✓	✓	✓
Supplier payments	—	ADD-ON	✓	✓
Collections follow-up	—	ADD-ON	✓	✓
Secure banking operations	—	—	✓	✓
Cash position report	—	—	✓	✓

SERVICE	Essential	YOUR PLAN Professional	Corporate	Enterprise
Cash flow forecast	—	ADD-ON	✓	✓
Travel and expense control	—	ADD-ON	✓	✓
SERVICE AND ON-SITE SUPPORT				
Service in English	✓	✓	✓	✓
Training for your team	—	—	—	✓
Errand runner for procedures	—	ADD-ON	—	✓
Accountant at your offices	—	—	—	Tailored
LEGAL, CORPORATE AND MIGRATION SUPPORT				
Company incorporation	—	✓	✓	✓
Fiscal address in Mexico	—	ADD-ON	✓	✓
Legal representative in Mexico	—	ADD-ON	✓	✓
Immigration services for foreign employees	—	ADD-ON	Unlimited work visas	Unlimited work visas
BONUSES (INCLUDED WITH PROFESSIONAL, CORPORATE AND ENTERPRISE)				
Foreign investment compliance BONUS	—	✓	✓	✓
Annual Legal Compliance Audit BONUS	—	✓	✓	✓
Landing Legal Service BONUS	—	✓	✓	✓

 Included
  Not included
  : available at an extra cost

*Fair use: does not include extensive research or written opinions, which are quoted separately.

04 · CONTACT

Let's get started

OFFICES

Cracovia 72 Tower B, Floor 2,
Suite 217
San Ángel, Álvaro Obregón,
01000
Mexico City

CONTACT

+52 55 6872 2958
contacto@ltextended.com

ONLINE

ltextended.com
linkedin.com/company/lt-extended-services
[instagram.com/lt.extended.servi
ces](https://instagram.com/lt.extended.services)

Start today