



Steph's Bookkeeping Service, Inc Monthly News

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Our monthly newsletter is included with your monthly invoice, as well as viewable on our newly updated web site www.stephsbookkeeping.com

New Employee Info

We have noticed a few new hires for our clients. This is great news for all of you, and for the economy!

We appreciate your promptness with supplying the necessary info on new employees so that we can process payroll correctly. Forms W-4 and I9 are required for all employees and Form I9 is required for all subcontractors. These forms can be google-ed and printed as a PDF.

Many of our businesses take copies of 2 pieces of identification (i.e. Driver's License and Social Security Card). The copies are not required, but we encourage everyone to be consistent with your policies on what records you keep.

You can fax, email or mail these records to us. Please be sure that all of the information is clear, legible and written in ink. Employee name, address, social security numbers and withholding information are all crucial to providing a correct paycheck. A misread social security number can cause increased time spent that can easily be prevented.

Please contact us if you have any questions about new hire policies.



Oregon Unemployment Tax Notifications

Most of you should soon be receiving notice from Oregon Unemployment Tax department on your 2010 tax rate. Please forward this to our office by fax, email or mail. This is also crucial to payroll, as well as accurate payroll taxes.

Featured Business: Familias En Accion

This December, we are proud to feature one of our non-profit clients, Familias en Accion. The members of this organization work very hard with the Latino community promoting awareness and support for many diverse families. Their focus is working with cancer survivors, and their families, in accepting and living with what life has given them. The Latino community as a whole has an exceptionally different approach to dealing with terminal illnesses, and Familias en Accion is one of the first organizations to appreciate and adapt to their needs.

Familias en Accion is mainly funded through arduous grants, while donations are becoming a large part of their support.

Steph's Bookkeeping has been doing Familias en Accion's books for over 2 years and has recently become part of the fundraising efforts to raise knowledge and funds for this enterprise. We have several fundraising events lined up

in the area, including a silent auction dinner in the spring.

If you would like to know more about Familias en Accion, would like to donate cash or items for the silent auction, or for more information on the fundraising events, please visit their website at www.familiasenaccion.org or you can contact our office.



It's Almost Tax Season!

We are working hard to be sure all of our clients get a good start on tax preparation for 2009. If you have any questions or concerns about filing next year, please let us know. We plan to be around throughout the holiday season.

Advertise with Us!

Please let us know if you would like us to provide a link to you on our website. This will provide contact with our current as well as prospective customers. We will have contact info for County, State and Federal Offices, as well as our clients, local business owners and need to know information for businesses such as CPA, Financial Planning and much more!